

2015-IA-16  
FLORES

AUDIO  
RECORDINGS

CD-R  
52X 700MB

# Memo

**California State University  
Northridge  
Department of Police Services**



**To:** Sergeant Doug Flores  
**From:** [REDACTED]  
**Date:** December 23, 2015  
**Re:** Completion of Internal Affairs Investigation #2015-I.A.-16

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On December 15, 2015, [REDACTED] of the Internal Affairs Unit completed his investigation concerning an internal complaint initiated against you involving the investigation of a failure to advise police dispatch of a Code 7/lunch/break, abrogation of one's supervisory responsibilities, and untruthfulness/dishonesty, with the following results:

Concerning allegations that during the course of your duties as a police shift supervisor (i.e., Sergeant) for the California State University, Northridge on or about August 28, 2015, you violated the following department policies/performance expectations resulting in a disposition of "Sustained" being reached. The California State University, Northridge Police Department defines the disposition of "Sustained" to mean that the act(s) complained of did occur and constitute misconduct or improper job performance.

➤ Department Policy/Procedure #03-P.A.-001 Standards of Conduct (Sworn):

Section I – "California State University (CSU) system-wide guidelines require that all CSU police officers adhere to the Law Enforcement Code of Ethics, the Code of Professional Conduct and the Responsibility of Peace Officers," as prescribed by California POST Regulation 1013.

Section II.B, Cannon 2, Standard 2.2 – "Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature."

Section II.C, Cannon 3, Standard 3.2 – "Peace officers, during their service, shall diligently devote their time and attention to the effective and professional performance of their responsibilities."

Section II.F, Cannon 6 – "Peace officer shall assist in maintaining the integrity and competence of the peace officer profession."

Standard 6.2 – “Peace officers shall perform their duties in such a manner as to discourage double standards.”

Standard 6.3 – “Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.”

- Department Policy/Procedure #07-O.A.-005 Organization, Administration, and Direction, Section V.F.3 and 4.

Section V.F.3.b – “In addition to general and individual responsibilities of all employees, the Shift Supervisor is specifically responsible for the following: 1) Good Order: the general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency.”

Section V.F.4.b – “Also, each supervisor is specifically responsible for the following: 2) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. 3) Enforcement of Rules: Supervisors must enforce Departmental rules and regulations and ensure compliance with departmental policies and procedures.”

- Department Policy/Procedure #07-S.O.-011 Police Services Communications, Section VI.C.2.d – “In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time they place themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance.”

Upon review of the interviews and investigatory documents obtained during the course of this investigation, the following policy violations were also found to have occurred. No further interviews or documentation reviews were needed as a result.

- Department Policy/Procedure #2007-009 Shift Briefings, Beat Plans and Equipment Issuance – “**Shift Briefings**: Shift briefings will be conducted in the patrol briefing room before deploying the patrol shift. Shift briefings will normally not last longer than the thirty minutes allotted for shift preparation...”

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional

patrols. Shift supervisors must develop the shift plan with a problem solving / community –oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor's daily log. Multi-dimensional patrols are to include as available, bicycle patrols, motorcycle patrols, foot patrols, in addition to the use of general patrol vehicles.

The shift supervisor shall provide officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. He/she shall notify officers of changes in schedules and assignments; notify them of new directives or changes in directives; and evaluate officer readiness to assume patrol. Shift supervisors are also responsible for checking the overtime book and inquiring if any officer has been subpoenaed for court during the shift so that deployment adjustments may be made accordingly.

Information from all available sources such as crime analysis bulletins, the briefing book, and other related information shall be utilized in determining the deployment of shift personnel. The shift supervisor will assign all shift personnel to a patrol beat and fill out a patrol beat deployment sheet for the dispatch center every shift. See below for beat plan procedures.”

- Department Procedural Directive #2005-13 Supervisor's Daily Synopsis (i.e., shift report) – “This directive establishes procedures for the use of a newly designed shift supervisor daily synopsis report which is designed to incorporate shift logs completed by their respective patrol officers. It also provides definitions for each category listed within the supervisory daily synopsis report.

(Item #) 12. Briefing Topics: This section is for documenting the briefing topics discussed at the beginning of each shift. Topics/briefings given by members of the Investigations Unit should also be included in this section.

Based on the results of this investigation, the investigative file has been forwarded to the CSUN Office of Human Resources for review of recommended accountability actions which may be taken as a result of this investigation. Should you have questions concerning this investigation, you are to direct them to [REDACTED] for handling.

cc: [REDACTED]

IA File





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# Double standard - definition of double standard by The Free Dictionary

<http://www.thefreedictionary.com/double+standard>

## double standard

Also found in: Medical, Idioms, Wikipedia.

## double standard

*n.*

A set of principles permitting greater opportunity or liberty to one than to another, especially the granting of greater sexual freedom to men than to women.

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## double standard

*n*

1. a set of principles that allows greater freedom to one person or group than to another

Collins English Dictionary – Complete and Unabridged © HarperCollins Publishers 1991, 1994, 1998, 2000, 2003

## dou'ble stand'ard

*n.*



1. any set of principles applied differently to one group of people than to another, as an unwritten code permitting men greater sexual freedom than women.

2. bimetallism.

[1950–55]

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## Thesaurus

**Legend:**  Synonyms  Related Words  Antonyms

**Noun 1. double standard** - an ethical or moral code that applies more strictly to one group than to another

↔ **ethical code**, **ethic** - a system of principles governing morality and acceptable conduct

↔ **double standard of sexual behavior** - a code that permits greater sexual freedom for men than for women (associated with the subordination of women)

Based on WordNet 3.0, Farlex clipart collection. © 2003-2012 Princeton University, Farlex Inc.

## Exercises

### ① Disposition + Perpetual

- NOT ~~being~~ ~~given~~ ~~instruction~~ of ~~Assault~~ AS ~~event~~ ~~SV~~

- ~~NOT~~ ~~BRIEF~~ (SATO ~~in~~ ~~note~~ ~~and~~ ~~LOG~~)

- Statement "widespread of canvas"  
+ ~~perpetual~~

- Low enforcement cost of states

①

3/4/5

② ~~DOUBLE STANDARD~~ - ~~more~~ ~~breaks~~  
+ ~~double~~

②

~~insurer~~  
~~good~~ ~~idea~~

③ ~~ABOLITION OF~~  
~~SUPERVISORY~~ ~~2013~~

④

5

1/4/5

# MEMORANDUM

## CSUN | DEPARTMENT OF POLICE SERVICES

To: [REDACTED]  
From: [REDACTED]  
Date: September 17, 2015  
Subject: Incident Involving Sergeant Flores

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The purpose of this memorandum is to provide a written summary and timeline of the incident that occurred on Friday, August 28, 2015, involving Sergeant Flores and his failure to properly call out his location and subsequent untruthfulness.

### Incident Summary:

On Friday, August 28, 2015 at about 0640 hours, I was driving eastbound on Prairie Street just east of Reseda Boulevard. I was in my privately owned vehicle enroute to start watch at California State University, Northridge Police Department. At that time, I observed a Department black & White vehicle driving westbound on Prairie Street just west of Darby Avenue. I recognized the driver as Sergeant Flores and we waved at each other as we passed. I did not notice if there was a passenger in the vehicle with him.

Later that morning, at about 0712 hours, I received a call from [REDACTED] stating that she had observed a California State University, Northridge police vehicle parked at the Coco's restaurant located at Reseda Blvd. and Devonshire Street. She was concerned because the vehicle had been at that location for about ten minutes and she knew that we were preparing for traffic control on the campus. She did not see an officer by the vehicle but she observed the vehicle shop number to be 491 (supervisor's vehicle). I asked the dispatcher supervisor ([REDACTED]) to find out who was driving shop # 491. He confirmed it was Sergeant Flores. I then asked him for Sergeant Flores' status. He said according to the radio log he was clear. I told him to confirm the status of Sergeant Flores. [REDACTED] directed dispatcher [REDACTED] to ask Flores for his status and he said he was clear. I then asked the dispatcher to request his location. [REDACTED] asked for his location and he said, "I'm out in the field". I then directed [REDACTED] to tell Flores that I wanted to know his location. When [REDACTED] advised Flores that I was asking for his location he said that he was at the north campus and enroute to the station to meet with me.

When Flores came to the station I advised him that I was aware that his location was at Coco's because the Chief saw his car parked at that location. He spontaneously told me that throughout the week he was unable to get a lunch break until after 1330 hours because of the early traffic control assignments. I told him he obviously made a conscious decision to violate policy and he

would have to now deal with those consequences. I told him I would be discussing the incident with the Chief of Police.

I met with [REDACTED] at the station a short time later and advised her of the above circumstances. Once she was briefed on Flores' responses and apparent untruthfulness she ordered me to send Flores home with pay.

I called Flores into my office to advise him that per the Chief's orders he was being sent home for the day. He said he preferred to stay on duty. I told him that wasn't an option but, he was to return the following day for his normal watch. He asked me if he could tell me his side of the story. I advised him that he was looking at a disciplinary issue and was he sure he wanted to speak to me. He then began telling me that he understood he violated policy but under the circumstances being sent home seemed excessive. I asked him what he thought the appropriate response to this issue was and he said a "write up". I said, he was very likely looking at being written up but regardless he was going to be sent home for today. I then advised him to advise [REDACTED] that he (Flores) was going home for the day but that he didn't have to go into the details nor advise him that he was being sent home. I told him he just needed to advise Finnerty that he was in charge of the watch in his absence and brief [REDACTED] on any operational issues he would need to know for that deployment period. He left my office to follow my instructions and we had no further discussion on the matter.

#### **Incident Timeline\*:**

- 0617 Hours to 0618 Hours: Sergeant Flores is on the radio conducting a jail check.
- 0639 Hours: Sgt. Flores logs in start of watch in shop 491 with Long Beach 1 ([REDACTED])
- 0640 Hours: I observe Sgt. Flores driving westbound on Prairie Street heading towards Reseda Blvd.
- 0712 Hours: [REDACTED] contacts me via cell phone and advises me she sees a California State University, Northridge Police vehicle in the Coco's parking lot and has seen it there for an extended period.
- 0718 Hours: [REDACTED] advises me the vehicle is still in the Coco's parking lot and she can see it is shop 491. She asks me to find out who is in it and why they are already on code 7 (meal break) when the shift just started (0600 hours).
- 0719 Hours: I ask [REDACTED] which officer is assigned to shop 491. He advises me it is assigned to Sergeant Flores. I then ask [REDACTED] what is Flores' status and he tells me "clear".
- 0720:17 Hours: I tell Ellis to have the dispatcher confirm Flores' status. [REDACTED] directs Dispatcher [REDACTED] to get Sergeant Flores's status.
- 0720:22 Hours: Flores responds that he is clear and asks if he shows "checked out on something".
- 0720:33 Hours: I direct the dispatcher to request Sergeant Flores' location.
- 0720:36 Hours: Sergeant Flores says, "I'm out in the field"
- 0720:41 Hours: Dispatch [REDACTED] tells [REDACTED] to tell Sergeant Flores that Commander 1 (my call sign) is requesting his location which she does.

- 0720:44 Hours: Sergeant Flores responds, "I'll be returning to the station. I'm on the north end of the campus."
- 0728 Hours: Sergeant Flores returns to the station. I advise him that the Chief of Police observed his vehicle at Coco's and I am going up to talk to her about the incident.
- 0745 Hours: I meet with Sergeant Flores in my office and advise him he is being sent home for the day.

*\* Times are approximate and are derived from a combination of the Audio Log Tracker, my cell phone records and my notes on the incident.*

### **Recommendations:**

Based on the timeline and Sergeant Flores' spontaneous statements it seems apparent that he was attempting to mislead the dispatcher to his exact whereabouts when he was questioned. He clearly understood that he had made multiple policy violations by failing to advise dispatch of his status while at Coco's and further tried to hide the fact when questioned to reveal his location. The distance between the closest location on campus (Lindley Avenue and Andrea Circle) to the Coco's parking lot is just short of one mile (.8 of a mile).

Also of concern is Sergeant Flores' lack of sound judgment in leaving the campus during a time in which he was responsible for the shift and overseeing a major operation (traffic control) during the second week of the fall semester. By taking not only himself but another officer off campus for an extended period of time he essentially left only two officers on the campus to handle calls just as the Department was preparing for the influx of vehicular traffic that was anticipated to come prior to the start of class. Furthermore, since he did not put his status on the air, other officers on the watch would also be unaware of his location which is an officer safety issue for himself and those that might call upon him for back up. .

Based on the above information I am recommending an internal affairs investigation be opened on the matter.

## System Audit Search Results

65 Records

System	Log Code	Date	Time	Description	User ID	Terminal #	Agency
UNIT	Unit Chg	8/27/2015	19:24:31	Mileage: 0 changed to 51999	1615	32	CSUNPD
UNIT	Unit Chg	8/27/2015	19:24:31	Mileage: 0 changed to 51999	1615	32	CSUNPD
UNIT	Viewed C8	8/27/2015	22:01:55	Viewed	1615	32	CSUNPD
UNIT	Viewed C6	8/28/2015	06:11:52	Viewed	1314	71	CSUNPD
UNIT	Viewed C3	8/28/2015	07:00:14	Viewed	1621	32	CSUNPD
UNIT	Viewed C3	8/28/2015	07:00:22	Viewed	1621	32	CSUNPD
UNIT	Unit Chg	8/28/2015	07:01:00	Mileage: 0 changed to 16675	1621	32	CSUNPD
UNIT	Unit Chg	8/28/2015	07:01:00	Mileage: 0 changed to 16675	1621	32	CSUNPD
UNIT	Viewed C8	8/28/2015	07:01:05	Viewed	1621	32	CSUNPD
UNIT	Viewed S1	8/28/2015	07:20:04	Viewed	1621	32	CSUNPD
UNIT	Viewed S1	8/28/2015	07:47:04	Viewed	1621	32	CSUNPD
UNIT	Viewed P53	8/28/2015	07:55:43	Viewed	1621	32	CSUNPD
UNIT	Viewed LB1	8/28/2015	07:56:24	Viewed	1621	32	CSUNPD
UNIT	Viewed C7	8/28/2015	12:34:10	Viewed	1621	32	CSUNPD
UNIT	Viewed C8	8/28/2015	12:34:46	Viewed	1621	32	CSUNPD
UNIT	Viewed C3	8/28/2015	12:39:38	Viewed	1621	32	CSUNPD
UNIT	Viewed C8	8/28/2015	12:46:18	Viewed	1621	32	CSUNPD
UNIT	Viewed LB1	8/28/2015	14:20:06	Viewed	1615	9	CSUNPD
UNIT	Viewed LB1	8/28/2015	14:20:22	Viewed	1615	9	CSUNPD
UNIT	Viewed LB1	8/28/2015	14:21:46	Viewed	1615	9	CSUNPD
UNIT	Viewed E2	8/28/2015	15:32:26	Viewed	1615	32	CSUNPD
UNIT	Unit Chg	8/28/2015	15:32:31	Mileage: 0 changed to 1935	1615	32	CSUNPD
UNIT	Unit Chg	8/28/2015	15:32:31	Mileage: 0 changed to 1935	1615	32	CSUNPD
UNIT	Viewed C7	8/28/2015	15:58:28	Viewed	1615	32	CSUNPD
UNIT	Unit Chg	8/28/2015	15:58:37	Mileage: 0 changed to 95515	1615	32	CSUNPD
UNIT	Unit Chg	8/28/2015	15:58:37	Mileage: 0 changed to 95515	1615	32	CSUNPD
UNIT	Viewed S1	8/29/2015	06:22:48	Viewed	1621	32	CSUNPD
UNIT	Unit Chg	8/29/2015	06:23:38	Mileage: 0 changed to 20209	1621	32	CSUNPD
UNIT	Unit Chg	8/29/2015	06:23:38	Mileage: 0 changed to 20209	1621	32	CSUNPD
UNIT	Viewed P63	8/29/2015	07:27:39	Viewed	1621	32	CSUNPD
UNIT	Unit Chg	8/29/2015	07:27:44	Mileage: 0 changed to 17115	1621	32	CSUNPD
UNIT	Unit Chg	8/29/2015	07:27:44	Mileage: 0 changed to 17115	1621	32	CSUNPD
		65 Records					



**California State University, Northridge Police Department**  
**Internal Affairs Unit**  
**Intra-Departmental Memorandum**

To:

[REDACTED]

Date: December 15, 2015

From:

[REDACTED]

Subject: Employee Misconduct Investigation – I.A. Case #2015-I.A.-16

Employee Involved: Douglas Flores  
Date of Hire: March 1, 1991  
Current Assignment: Sergeant  
Shift – Days off: Day Watch – Sun., Mon., Tues., (Wed. payback day)  
Date of Alleged Violation: August 28, 2015

• **ALLEGATIONS:**

Allegations: That *Sergeant Douglas Flores* violated the following department policies when failing to advise police dispatch of a Code 7/lunch/break, abrogation of one's supervisory responsibilities, and untruthfulness/dishonesty:

1. Department Policy/Procedure #03-P.A.-001 Standards of Conduct (Sworn):

Section I – “California State University (CSU) system-wide guidelines require that all CSU police officers adhere to the Law Enforcement Code of Ethics, the Code of Professional Conduct and the Responsibility of Peace Officers,” as prescribed by California POST Regulation 1013.

Section II.B, Cannon 2, Standard 2.2 – “Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.”

Section II.C, Cannon 3, Standard 3.2 – “Peace officers, during their service, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.”

Section II.F, Cannon 6 – “Peace officer shall assist in maintaining the integrity and competence of the peace officer profession.”

Standard 6.2 – “Peace officers shall perform their duties in such a manner as to discourage double standards.”

Standard 6.3 – “Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.”

2. Department Policy/Procedure #07-O.A.-005 Organization, Administration, and Direction, Section V.F.3 and 4.

Section V.F.3.b – “In addition to general and individual responsibilities of all employees, the Shift Supervisor is specifically responsible for the following: 1) Good Order: the general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency.”

Section V.F.4.b – “Also, each supervisor is specifically responsible for the following: 2) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. 3) Enforcement of Rules: Supervisors must enforce Departmental rules and regulations and ensure compliance with departmental policies and procedures.”

3. Department Policy/Procedure #07-S.O.-011 Police Services Communciations, Section VI.C.2.d – “In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time their place themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance.”

- **FACTS:**

On or about September 18, 2015, I was assigned an internal affairs investigation by [REDACTED] regarding an internal complaint which involved the possible violation of various department policies surrounding professional standards of conduct expected of CSUN Department of Police Services sworn personnel. [REDACTED] provided [REDACTED] a memo, dated September 17, 2015, describing Sergeant Douglas Flores’ involvement in failing to properly call out his location and subsequent untruthfulness. For complete details, see attachment “A” for the

memo/complaint and subsequent internal affairs investigatory assignment from [REDACTED] to [REDACTED] related to this investigation.

Incident (summary): On or about Friday, August 28, 2015, 0630 hours, five CSUN Department of Police Services (DPS) personnel and nine Los Angeles Department of Transportation (LADOT) personnel were assigned traffic control responsibilities for the final day of the first week of the Fall 2015 semester. This was supported by a CSUN DPS patrol supervisor (Sergeant Douglas Flores), two patrol officers (CSUN Officer [REDACTED] and CSU Long Beach [REDACTED]), and one CSUN Parking Enforcement Officer [REDACTED]. During the first week of each academic semester, traffic congestion is typically heavy requiring the use of multiple public safety agencies to safely move vehicles and pedestrians in to and out of the campus property.

At about 0712 hours, [REDACTED] received a phone call from [REDACTED] inquiring about a California State University, Northridge (CSUN) police vehicle parked at the Coco's Restaurant located at 18521 Devonshire St, Northridge, Ca. [REDACTED] expressed concern in that the vehicle had been parked at the location for about ten minutes at a time when all police personnel should be in a mode of preparation for the final day of traffic control duties during the first week of academic classes at the university. Upon learning the vehicle [REDACTED] observed was issued to Sergeant Flores, [REDACTED] requested dispatch to advise of his status. The dispatch radio log showed Sergeant Flores as being clear, so [REDACTED] asked Sergeant Flores for his status. Sergeant Flores advised that he was clear, to which [REDACTED] requested [REDACTED] to request Sergeant Flores' location. Sergeant Flores in turn stated, in essence, he was out in the field on patrol. [REDACTED] then directed [REDACTED] to advise Sergeant Flores that he (Commander I – call sign) was requesting his location, to which Sergeant Flores stated, in essence, he was in north campus and responding back to the station.

Upon returning the station Sergeant Flores met with [REDACTED] Shortly after, [REDACTED] met with [REDACTED] to update her on the situation and a decision was made to send Sergeant Flores home for the day. [REDACTED] assumed supervision of the patrol shift and traffic control operations, and Sergeant Flores went end of watch leaving the station about 0809 hours as indicated within the dispatch CAD log.

- **INVESTIGATION:**

A check of day watch on-duty personnel for Friday, August 28, 2015, confirmed that CSUN Sergeant Flores, CSUN [REDACTED] with [REDACTED] and CSU Long Beach [REDACTED] were assigned to day watch patrol (0600-1800 hours). In addition, a check of the day's traffic control deployment schedule coupled with CAD and OT records, show that CSUN [REDACTED] CSUN Corporal [REDACTED] nine LADOT personnel, and four CSUN parking officers were working.

Sergeant Flores' daily shift log/synopsis for August 28, 2015 lists his briefing topic as traffic control, yet officer daily log(s) do not show that a shift briefing even

occurred. The radio log for August 28, 2015 shows Sergeant Flores signing on about 0642 hours and [REDACTED] being assigned as his partner (in the same vehicle) about 0645 hours. Parking units began deploying for traffic control assignments about 0658 hours. Between 0600 hours ([REDACTED] Start of Watch) and 0730 hours ([REDACTED] return to the station), there were no calls for service or patrol related activity undertaken by Sergeant Flores or [REDACTED] which were documented via the radio log or daily shift logs.

Copies of the August 28, 2015 radio log (attached section "B") and daily shift logs/2015 patrol schedule (attached section "C") were reviewed by me and have been attached to this report.

A CD containing all related radio and interview recordings was attached to this report. See pages 16 through 17 for select audio recordings that reflect key transmissions.

#### Involved party interviews:

##### Interview with [REDACTED]

On or about October 23, 2015, about 1440 hours, I met with [REDACTED] as a witness relating to this investigation. [REDACTED] was advised that he was being interviewed as a witness and not the subject officer involved in this internal investigation; and that the interview was being recorded via my assigned department Olympus digital recorder.

[REDACTED] told me the following information in essence:

On or about September 17, 2015, [REDACTED] provided [REDACTED] a memorandum detailing an incident involving [REDACTED] in which he allegedly failed to properly call out his location (upon taking a break/code 7/lunch) and was untruthful in his statements. For complete details of the memorandum see attachment "A." [REDACTED] reviewed the memorandum during my interview with him and advised that it was true and accurate to the best of his knowledge.

On Friday, August 28, 2015, between the hours of 0700 and 1700, [REDACTED] was working as the Patrol Operations Commander and incident commander for the first week of school traffic control operation. The shift supervisor during this time period was Sergeant Douglas Flores. In that role, Sergeant Flores' responsibilities included monitoring all the activities occurring on the campus with his patrol shift, as well as coordinating the traffic control plans for the day in that the Traffic Safety Supervisor ([REDACTED]) was on a day off.

Although [REDACTED] didn't have any interaction with Sergeant Flores at his start of watch (i.e., 0600 hours), he advised that normal course of business for the shift supervisor would be to hold his/her patrol shift briefing; conduct jail checks; and then obtain his/her patrol vehicle to start their field work. On August 28, 2015, Sergeant Flores was the shift supervisor and was also expected to begin monitoring (i.e.,

supervising) traffic control operations upon his start of watch. [REDACTED] (Traffic Safety Unit Supervisor) was the traffic control event supervisor for the week and prepared all the traffic safety assignments and operational plans to be undertaken by various assigned personnel. However on Friday, August 28, 2015 this supervisory role became that of Sergeant Flores' responsibility in that [REDACTED] was on a day off. [REDACTED] was assigned as the Incident Commander for the week long traffic control activities and advised that this major operation takes a great number of personnel from multiple agencies to effectively manage the public's safety on and around the CSUN campus.

To maintain the control and safety on campus requires a great deal of coordination, due mostly to the heavy influx of traffic during this time period. In as such, the event supervisor has many responsibilities to include: ensuring adequate levels of staffing are on hand and posted in accordance with the established operations plan; holding a shift briefing to review assignments and responsibilities with assigned personnel; and ensure the on-going monitoring of field activities throughout the specified time period. [REDACTED] as the incident commander monitors field activities from the police radio conducting follow-up inquiries throughout the day while the field/event supervisor is expected to keep him informed via the police radio of what is occurring, so that appropriate decisions may be made should something out of the ordinary occur.

In preparation for the traffic control plans for Friday, August 28, 2015 in which [REDACTED] was scheduled for a day off, [REDACTED] directed [REDACTED] to brief Sergeant Flores thoroughly on the operations plan to include driving the routes with him. Sergeant Flores was the assigned patrol shift supervisor who would be responsible for supervising traffic control operations that Friday. And to assist Sergeant Flores in monitoring field activities, [REDACTED] approved Motor Officer [REDACTED] to work with Sergeant Flores in the coordination of the positioning and activities of assigned traffic control personnel. [REDACTED] however stressed the importance of the supervisor closely monitoring operational activities as changes could be needed for such issues as sick call-outs or outside agency no-shows which require on-the-spot adjustments based on staffing/resource needs and what's occurring that particular day. Once Sergeant Flores was briefed on the traffic control operations plan and supervisory expectations for Friday, August 28, 2015, [REDACTED] provided [REDACTED] verbal confirmation that the briefing had in fact occurred.

Regarding activities on the date in question (Friday, August 28, 2015), [REDACTED] statements reflected those provided within the memorandum he provided [REDACTED] on or about September 17, 2015 (attachment "A").

When asked about his status and location checks of Sergeant Flores over the radio, [REDACTED] said that at first he had requested dispatch check Sergeant Flores' status. Sergeant Flores replied he was clear, to which [REDACTED] thought nothing of it as that's a normal response. Next he requested dispatch inquire about Sergeant Flores' location. Sergeant Flores responded that he was out in the field. This response caused [REDACTED] to believe Sergeant Flores was being a bit evasive to the questions. At that point, [REDACTED] advised dispatch to let Sergeant Flores know he ([REDACTED]) wanted to know his location. Sergeant Flores replied he was at

the north campus and responding back to the station. [REDACTED] advised he defines the north campus as the property CSUN controls north of Lassen St., south of Devonshire St., between Zelzah Ave. and Lindley Ave.

Sergeant Flores responded to the station and met up with [REDACTED] at the east stairway of the building. Upon approaching [REDACTED] Sergeant Flores was immediately advised by [REDACTED] that he was aware of his location at Cocos (restaurant). And according to [REDACTED] it was at that point Sergeant Flores spontaneously began "rattling off" comments to the effect of: "it's been a really busy week; it's really hard to get meals; last couple of days I haven't eaten until 3 or 4 (pm); I just wanted to go out quickly and go get a meal." It was as if Sergeant Flores was attempting to justify his location and it became clear to [REDACTED] that Sergeant Flores realized he had violated policy. [REDACTED] responded by telling Sergeant Flores that he had made a conscious decision to violate policy and in turn would have to deal with the consequences of that. At no point in time did [REDACTED] ask any questions of Sergeant Flores. Only direct statements were made to Flores, reciprocated by unsolicited comments from Flores. At that point, [REDACTED] left Sergeant Flores and advised [REDACTED] of the situation.

[REDACTED] subsequently made the decision to send Sergeant Flores home for the day to which [REDACTED] ensured that directive was carried through; advising Sergeant Flores to return to his regular work schedule the following day. During their conversation, Sergeant Flores made the unsolicited comment that he knew he violated policy and wanted to basically tell his side of the story. [REDACTED] stopped Sergeant Flores by asking if he really wanted to speak with him at that moment, clarifying that this was a significant problem. Sergeant Flores in turn made the conscious decision to initiate speaking about the incident. Flores again acknowledged he violated policy but that sending him home seemed excessive. [REDACTED] asked Sergeant Flores what he thought was appropriate, to which Sergeant Flores replied, "a write up (i.e., written reprimand)." [REDACTED] responded telling Flores that at a minimum he was looking at a write-up. Sergeant Flores was instructed to advise [REDACTED] that he was leaving for the day (making [REDACTED] the day shift supervisor) and provide him with the operational responsibilities for the shift. Sergeant Flores then left [REDACTED] office and no further contact was had between the two of them.

Interview with [REDACTED]:

On or about October 23, 2015, about 1523 hours, I met with CSUN [REDACTED] as a witness relating to this investigation. [REDACTED] was advised that she was being interviewed as a witness and not the subject officer involved in this internal investigation; and that the interview was being recorded via my assigned department Olympus digital recorder.

[REDACTED] told me the following information in essence:

On the date and time of the incident in question, [REDACTED] position was Chief of Police for the California State University, Northridge Department of Police Services (also

referred to as the CSUN Police Department). On or about Friday, August 28, 2015, shortly after 0700 hours, [REDACTED] exited the L.A. Fitness gym upon completing her regular workout, just prior to heading in for work at CSUN. The fitness center/gym is located at 18679 Devonshire St, Northridge, CA (northwest section of Devonshire St. and Reseda Blvd.) within the same strip mall as Coco's restaurant (the location of the incident in question). As she drove out of the parking lot, east toward Reseda Blvd., [REDACTED] looked to her right and observed a black and white police vehicle, similar to the ones used by the CSUN Police Department, parked in the lot. She wrote down the vehicle number displayed on the vehicle and circled around the parking lot to gain a better view. After realizing the vehicle was CSUN's, [REDACTED] called [REDACTED] (CSUN Police Patrol Operations Commander) to see if he was aware of who was up at the Cocos restaurant where the vehicle was parked. She advised [REDACTED] she just left the gym and saw shop #491 parked outside the restaurant; however no police officers were near or around the vehicle.

[REDACTED] stated that he would look in to it. [REDACTED] then advised that she was going to pick up coffee and be heading into work shortly thereafter. [REDACTED] proceeded to the Starbucks Coffee House located across the street from the Cocos restaurant on Devonshire Street. She purchased her coffee and upon exiting about 5 minutes later, she walked up the angled grade in the parking lot to her car. As she approached her car, Cocos restaurant came into her view. [REDACTED] then saw [REDACTED] exit the restaurant and walk toward the CSUN police vehicle. She called [REDACTED] to advise him of her observation, to which he advised he learned that the officers assigned to shop #491 were Sergeant Flores and [REDACTED]. At this point, [REDACTED] acknowledged the information provided her, ended the telephone call, and responded to work.

[REDACTED] primary concern was that the date/time in question was opening week of school at the university and the CSUN Police Department had a major traffic control operations plan in effect. Although traffic flow patterns on Fridays are typically lighter than normal, the Police Department predicted that the traffic flow this year would be heavier due to the increase in enrollment at the university. In as such, all units were expected to be fully deployed and operational that particular morning. [REDACTED] couldn't fathom why a police unit would be at Coco's shortly after 0700 hours, given that the department shouldn't have a unit to spare at that particular time in the morning as the traffic control units were preparing for and/or initiating the day's traffic control plans.

Upon returning to the station, [REDACTED] briefly met with [REDACTED]. [REDACTED] advised her of his communication with dispatch in determining who was assigned to the police vehicle in question and the brief radio transmissions that occurred between dispatch and Sergeant Flores when he was asked of his status and location. [REDACTED] requested [REDACTED] write a memo to her regarding the incident and that the matter would be assigned to [REDACTED] as an internal affairs investigation.

In [REDACTED] opinion, Sergeant Flores' acts were so egregious she directed he be removed from his position as the day's shift supervisor and sent home. This decision was made as a result of Sergeant Flores abrogating his responsibilities as the shift supervisor



in charge of the watch with no other supervisor in charge. He essentially removed himself and an outside CSU patrol officer from the field during a time of minimum staffing and despite the staffing and supervisory needs from an increased deployment for traffic control and standard patrol watch.

Interview with [REDACTED]

On or about October 22, 2015, about 1613 hours, I met with [REDACTED] as a witness relating to this investigation. [REDACTED] was advised that he was being interviewed as a witness and not a subject of the investigation involving the matter in question. He was also advised that the interview was being recorded via my assigned department Olympus digital recorder.

[REDACTED] told me the following information in essence:

On or about August 28, 2015, between 0600 and 1800 hours, [REDACTED] was on a day off and not working on the CSUN campus. [REDACTED] is the Traffic Safety Unit supervisor who was given responsibility in developing the start of school traffic control plans for the Fall 2015 semester and ensuring supervision of the plan's implementation. The week of August 24<sup>th</sup> through August 28<sup>th</sup> was the first week of the Fall 2015 semester at CSUN. During this week, the CSUN Police Department maintains responsibility for traffic control in and around the CSUN campus. [REDACTED] supervised and coordinated the work of all deployed units from Monday through Thursday (August 24-27, 2015), while Sergeant Flores (the patrol shift supervisor) was delegated responsibility for supervising the deployed units on Friday (August 28, 2015). The incident commander for traffic control was [REDACTED] while Motor [REDACTED] was the lead traffic safety unit assigned the monitoring of traffic flow and proper deployment of field units under the supervision of Sergeant Flores.

[REDACTED] confirmed he had sent an email on or about August 27, 2015 to [REDACTED] indicating an updated traffic control deployment plan for Friday, August 28, 2015. [REDACTED] instructed [REDACTED] to connect with Sergeant Flores to review the traffic control plans and that which he would be responsible for supervising. [REDACTED] in turn sent Sergeant Flores an email on or about August 27, 2015 indicating that he would meet up with him later that day to provide him information in monitoring (i.e., supervising) the traffic control plans. See attachment "D" for both emails.

Per [REDACTED] instruction, [REDACTED] met with Sergeant Flores later that day (Thursday, August 27, 2015) to review the traffic control plans and specifically discuss traffic conditions and what he could expect for Friday's traffic control. This particular semester, traffic congestion was much heavier than in years past according to [REDACTED] who has been coordinating traffic control plans for the past 5 years). While Sergeant Flores drove his patrol vehicle ([REDACTED] sitting in the right front passenger seat), [REDACTED] reviewed with him various points around campus with high traffic volume such as Darby Ave./Prairie St., Matador Way/Prairie St., and Plummer St/Darby Ave. He also discussed certain times congestion could be expected;



the number of personnel assigned to the event; and which parking enforcement officers would be available during the traffic control period to handle such activities as battery jumpstarts and vehicle lockouts. As for the deployment of personnel, [REDACTED] discussed the specific assignments of sworn personnel, parking officers, LADOT personnel, and those available to respond for general calls for service.

On Friday, August 28, 2015, it was Sergeant Flores' responsibility to ensure all units were deployed according to the traffic safety plan. Shift briefings always occur prior to the deployment of staff for traffic control. For the first four days, [REDACTED] coordinated the daily briefings. He did not know who coordinated the Friday briefing however Sergeant Flores had responsibility for such as the supervisor in charge, under the incident commander [REDACTED]

Upon [REDACTED] return to work on Monday, August 31, 2015, he was advised by parking division supervisors that the Friday, August 28, 2015 traffic congestion was heavier than normal. So much so that [REDACTED] began planning for additional staffing to manage traffic control on Friday, September 4, 2015, during the second week of school.

#### Interview with CSU Long Beach [REDACTED]

On or about October 23, 2015, about 1304 hours, I met with CSU Long Beach Police Officer [REDACTED] as a witness relating to this investigation. [REDACTED] was advised that he was being interviewed as a witness and not the subject officer involved in this internal investigation; and that the interview was being recorded via my assigned department Olympus digital recorder. Note: [REDACTED] worked for the CSUN Police Department for approximately three and a half years before lateraling over to the CSU Long Beach Police Department in May 2015. During the interview, [REDACTED] acknowledged that he has only been away from the CSUN Police Department for a relatively short period of time and remains familiar with the policies and procedures of the CSUN Police Department.

CSU Long Beach [REDACTED] told me the following information in essence:

On or about August 28, 2015, between 0600 and 1800 hours, [REDACTED] worked an overtime patrol assignment for the CSUN Police Department. The date/time in question was during the first week of the new academic session at CSUN of which [REDACTED] has worked multiple times in years past. As is with every new academic session, traffic control is a primary function of the CSUN Police Department.

For the beginning of the shift (i.e., first couple of hours), [REDACTED] was assigned to work with Sergeant Douglas Flores. Initially [REDACTED] was told he was assigned to his own patrol car, of which approval had been previously granted due to his knowledge of and training in the use of CSUN Police vehicles, equipment, and department policies. On this day however Sergeant Flores asked [REDACTED] to ride with him for the first couple hours. [REDACTED] was assigned as a patrol unit and never provided information that he was assigned to traffic control duties. Although traffic was light

during the time in question, [REDACTED] confirmed seeing LADOT vehicles and CSUN parking units preparing for their traffic control details. [REDACTED] did not know who was designated as the traffic control supervisor for the day.

About 0600 hours, [REDACTED] began his shift. No shift briefing was held so [REDACTED] waited by the police equipment room until being issued a set of building access keys and flashlight by Sergeant Flores (the shift supervisor). Sergeant Flores did some miscellaneous work around the station and then they left the station in a police patrol vehicle together. According to [REDACTED], Sergeant Flores was trying to determine what he ([REDACTED]) was going to do for the day as [REDACTED] hadn't arrived to work and he didn't know if [REDACTED] was going to ride in his own patrol car as a solo beat officer that day or not.

After driving out of the station, Sergeant Flores drove around campus for a short period of time when [REDACTED] asked him if he was hungry. Sergeant Flores acknowledged that he was and [REDACTED] asked "if he wanted to grab a bite to eat or something real quick." Sergeant Flores was unsure at first saying that he didn't know if they should. [REDACTED] stated that it wasn't a problem and they could grab something to eat later. He just thought it was slow and therefore would be a good time to grab something to eat. Although he could not remember specifically what Sergeant Flores said, [REDACTED] thought he may have commented on it being the first week of school and a busy period of time. Sergeant Flores however changed his mind shortly thereafter and drove to Cocos restaurant on Devonshire Street and Reseda Boulevard. [REDACTED] believed that they were at Cocos between 0700 and 0730 hours.

They entered Cocos and sat down to order and eat their breakfast. [REDACTED] believes they were inside the restaurant for about 30 minutes. When asked if he knew of the department's policy requiring officers to request permission to go out on a lunch, break, or Code 7, [REDACTED] stated that he did. And at no time did he nor Sergeant Flores place themselves out Code 7 with dispatch. [REDACTED] continued stating that in this case he probably wouldn't have placed himself out on Code 7 as he was with a shift supervisor, however he couldn't have done so anyway as his radio battery was dead. He stated that adherence to the department policy of placing oneself out on a break/Code 7/lunch was inconsistently applied by CSUN personnel, both supervisors and line level alike. However from his experience CSUN officers and supervisors comply with the policy a majority of the time. When asked about the purpose of such a policy, [REDACTED] stated it was for officer safety; letting others (dispatch and officers) know where police personnel are at.

While they were eating, [REDACTED] vaguely recalled dispatch asking their status. Although his radio was inoperable, [REDACTED] heard this over Sergeant Flores' radio as well as a request for their location. [REDACTED] recalled Sergeant Flores response as being in north campus. I played three applicable police radio recordings to refresh [REDACTED] recollection of events. The first recording is of dispatch requesting Sergeant Flores' (Sam 1) status. [REDACTED] could not recall that transmission. The second recording was that of dispatch requesting Sergeant Flores' (Sam 1) location. [REDACTED] couldn't recall that transmission as well; however he stated that he vaguely remembered Sergeant Flores' responds of being "out in the field." The third

recording was that of dispatch stating Commander 1 ([REDACTED]) is requesting Sergeant Flores' (Sam 1) location. [REDACTED] clearly remembered this transmission and when asked what he initially thought upon hearing that request he stated, "They know where you're at already and if the [REDACTED] getting you on the radio either you're not answering or something happened. They need you ASAP. Basically answer the radio ASAP." Upon playing Sergeant Flores' response to dispatch's request of their location (i.e., "I will, uhh, return to station. I'm on the north end of the campus."), [REDACTED] clearly recalled Sergeant Flores making this statement. Right after Sergeant Flores' response, Sergeant Flores commented they had to go and immediately got up from the table to leave the restaurant. [REDACTED] followed behind.

As they drove back to the station, the feeling within the vehicle was that "it was bad. It was like... something's gonna hit the fan here real quick." Not much was said between Sergeant Flores and [REDACTED] and although he couldn't remember what was said, [REDACTED] thought Sergeant Flores said something to the effect of, "Oh man... I gotta deal with it now." I asked [REDACTED] what he thought had happened. [REDACTED] replied, "I thought that somebody drove by and saw him where he was (i.e., eating at the restaurant)." [REDACTED] opinion on this matter was that Sergeant Flores was probably in trouble for going out Code 7 (lunch/break) without saying where he was. [REDACTED] commented that he knew when they were driving back to the station that Sergeant Flores made a response over the radio that was deceitful to a certain degree. He stated that although he wasn't in Sergeant Flores' head at the time to know what he was thinking when making a response of being at the north end of campus, [REDACTED] knew that if it came out of his mouth that would be an untruthful response.

Based on [REDACTED] training and experience at CSUN, I asked for his thoughts on the boundaries of "north campus" (i.e., location). He replied, "Ending at the UVA (University Village Apartments). So basically anything north of Halsted (street), housing, and then north of Lassen (street). So basically north of Halsted to Lassen and Lindley (street), and Village Apartments which are north of Lassen, ending just before Medtronic." I provided [REDACTED] copy of the CSUN campus maps as posted on the University website. [REDACTED] pointed out the north campus area as being those areas south of Medtronic/MiniMed company facilities and north of Halsted Street.

I asked [REDACTED] if he thought Cocos restaurant was within the north end of campus. He replied that it was not. [REDACTED] stated he "would consider it to be north of campus but not north end of... there's a big difference when you say north end or north of." [REDACTED] estimated Cocos to be about a quarter (0.25) mile from the campus border, which he did not consider as part of the north end of campus. The actual distance between Cocos and the CSUN campus boundary is about 0.8 miles.

Upon return to the station, Sergeant Flores met with [REDACTED] in [REDACTED] office, while [REDACTED] waited in the shift supervisor's office. Shortly after, [REDACTED] provided [REDACTED] with a patrol car key and instructed him to stay on campus during his shift. He subsequently returned to his patrol duties as a solo officer.

Interview with Sergeant Douglas Flores:

On or about September 22, 2015, I issued a personnel order (attachment "E") to Sergeant Douglas Flores notifying him that he was being required to schedule an appointment with me for an investigatory interview regarding the above listed allegations stemming from an internal complaint.

On October 22, 2015, about 1300 hours, I met with Sergeant Flores for purposes of the investigatory interview. Since Sergeant Flores was the named subject of this complaint, he was advised of his right to have a representative of his choice at the interview to which he brought Kevin A. Flautt, Attorney at Law. A Unit 8 SUPA observer, [REDACTED] was also present during the interview however was not permitted to participate in the question/answer phase of the investigation. The interview was recorded via my assigned department Olympus digital recorder.

In that I saw no potential for criminal activity associated with the incident in question, Sergeant Flores was not provided a Miranda admonishment, Lybarger warning or Garrity admonition. I did however admonish Sergeant Flores to answer all of my questions in a truthful and accurate manner. I advised Sergeant Flores that a failure to do so may result in administrative discipline up to and including termination. He said he understood this order and would therefore answer those questions asked of him.

*Note: Prior to the interview, Mr. Kevin Flautt wanted memorialized on the record an objection under the California Peace Officer Bill of Rights (POBR), Government Code 3300, that specifically on August 28, 2015 Sergeant Douglas Flores was subjected to pre-interrogation questioning (i.e., questioning occurring after the base knowledge had already been acquired by the Department directed toward the subject matter of this investigation). Specifically [REDACTED] on that same day, later in the morning, did question Sergeant Flores in or about the station by one of the stairwells with regards to the subject matter of this investigation; asking some questions to the effect of "what was your location" which was already ascertained from the radio traffic earlier; and further inquired as to whether Sergeant Flores was attempting to be deceitful. Further after that a statement, as opposed to a question, was made that violations of a policy had occurred. Based upon those statements and questionings, Mr. Flautt and Sergeant Flores believe that a violation of POBR did occur and wanted to raise that on the record before questioning commenced.*

Prior to questioning, I provided Sergeant Flores a copy of his supervisor's daily synopsis/log for August 28, 2015, a daily log from the officers on his shift for August 28, 2015, and the August 2015 patrol schedule (see attachment "C"). Sergeant Flores stated that he completed and submitted his log at a later time but confirmed it was true and accurate to the best of his knowledge. I also provided a copy of the RIMS CAD incident log for August 28, 2015 showing all incidents recorded by police dispatch for the date in question (see attachment "B").

Sergeant Flores told me the following information in essence:

On or about August 28, 2015, about 0600 hours, Sergeant Flores was assigned as the shift supervisor for day watch patrol. I asked Sergeant Flores if he was assigned the responsibilities of supervising and/or monitoring traffic control operations for the date in question. In not receiving an answer, I provided Sergeant Flores with a copy of the traffic control deployment schedule [REDACTED] prepared for Friday, August 28, 2015 (see attachment "D"). Sergeant Flores reviewed the document and stated that he was assisting in monitoring traffic control but that his primary (supervisor) responsibilities were that of patrol. [REDACTED] was the only other supervisor working on August 28, 2015, and the schedule showed him as being assigned a designated traffic control position.

Sergeant Flores could not recall if [REDACTED] contacted him regarding any supervisory expectations/responsibilities he had with regards to traffic control on August 28, 2015 but stated that it was possible. He did however state that [REDACTED] had previously spoken with him about traffic control supervisory responsibilities for two of the days in which he assisted but could not recollect if one of those days included the day in question.

Sergeant Flores described the first week of school traffic as busy but clarified that depending on the time of day, it could be light, it could be busy. For Friday, August 28, 2015, Sergeant Flores could not recall the level of traffic congestion observed. In looking at the traffic control deployment schedule for August 28, 2015, Sergeant Flores confirmed that it was consistent with department practice for such an event. He stated that personnel used for traffic control typically include CSUN Police officers and supervisors, off-campus officers if they sign up, Los Angeles Department of Transportation (DOT), and CSUN parking officers.

Prior to the start of traffic control, Sergeant Flores confirmed that an event briefing for assigned personnel is held. However, initially he could not recall if a briefing was held on August 28, 2015. In reviewing the hierarchy of incident command for the traffic control deployment plan, Sergeant Flores stated the Incident Commander was [REDACTED] followed by the DOT supervisor who oversees DOT personnel; and Motor [REDACTED] for all others. When asked about who would be in charge in the event [REDACTED] was unavailable, Sergeant Flores appeared confused stating, "Well usually from my recollection it should be identified within here (referring to the deployment plan)... the second person. I cannot see it identified. Usually have somebody specifically designated from what I recall." Sergeant Flores confirmed that, in essence, he has no idea who would be in charge given the specific deployment order he was looking at (i.e., the emailed deployment order as provided by [REDACTED]). When asked if he could fill in for that role should a void in supervision exist, Sergeant Flores replied "I could if called, yes." I asked Flores to explain, "if called." He replied, "Well if a certain problem arose where they need some assistance then I could be called. But, but also that's what [REDACTED] does. He's a response motor. He also assists with any situations that arise."

On August 28, 2015, between the hours of 0600 and 0800 hours, (as shown on Sergeant Flores' daily log), I asked Flores to explain what transpired during that time period. Sergeant Flores stated he didn't recall receiving any calls for service, but was available and on patrol for those two hours. I then asked what he was doing between the hours of 0600 and 0642 hours, as 0642 hours was the time he logged into the field with dispatch. Sergeant Flores stated that he recalled conducting his jail checks, briefing, and issuance of equipment. When Sergeant Flores left the station he had CSU Long Beach [REDACTED] riding with him. Between 0645 and 0729 hours they were out in the field on patrol. At some point while on patrol, Sergeant Flores stated he stopped off at Cocos (a restaurant located within an area he referred to as "the north campus area"). In asking him to be more specific on the location, Sergeant Flores replied the northwest corner of Reseda Bl. and Devonshire St. He was unable to recall the time(s) he was there but when he left Cocos, he responded to the station. According to Sergeant Flores, he thought he had been called back to the station versus responding to the station on his own accord, however no such radio transmission or direction to return was found. Based on the radio log, Sergeant Flores responded to the station about 0729 hours and then went end of watch about 0809 hours.

Upon Sergeant Flores' return to the station, Flores met with [REDACTED] who was standing on the east stairwell. [REDACTED] asked Flores, "where were you?" Sergeant Flores responded, "Cocos." [REDACTED] made a comment to the effect that Sergeant Flores was being deceptive and that he had violated the department's communications policy. At that point their conversation ended. Sergeant Flores stated he went to the shift supervisor's office while [REDACTED] went upstairs. Upon [REDACTED] return to his office, he called for Sergeant Flores. Sergeant Flores went to the Captain's office and was told that the [REDACTED] was sending him home. Sergeant Flores stated he did not want to be sent home and made that clear to [REDACTED] to which [REDACTED] told him that he was still being sent home. Sergeant Flores then met with [REDACTED] to advise he was taking over the watch (as the shift supervisor) and then cleared to go home. I asked Sergeant Flores if he at any time while talking to [REDACTED] admitted to violating department policy to which he stated he did not recall.

In recapping Sergeant Flores' stop at Cocos, I asked if he had taken a lunch/meal break. Sergeant Flores stated he did not and was available for calls as he was still on patrol. While in Cocos, Sergeant Flores stated that he and [REDACTED] were eating having a sit-down meal versus take out. However, he reiterated that he was still subject to calls for service and available. He commented that, "it's just like normal practice. Our meals are subject to call anytime, wherever we're at." In reviewing the department's communications policy (#07-S.O.-011)

*Section VI.C.2.d – "In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time they place themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently*

*in the field ready for service and that no calls for service are in fact pending that require immediate assistance.”*

I asked if Sergeant Flores had requested permission to go on a break. He reiterated that he wasn't on break and remained available for calls. It is Sergeant Flores' interpretation of the policy that "this applied specifically to police officers; because as you go through the policy different roles are identified. There's administrative roles, there's supervisor roles; it says supervisor, it says officer; and all throughout the policy it's clearly stated whose roles are. And this one right here (referring the policy section noted above) states its police officers." Sergeant Flores also commented that he has been called from many meals in the past. His meal times vary depending upon the day. He said he's taken them early on in the shift and also toward the end of his shift. And on this particular day (August 28, 2015), he made the decision to get food early in his shift.

I asked Sergeant Flores if his officers have to request their breaks through him as the shift supervisor. He stated that they had to make such requests through dispatch, referring to the department policy as dispatch "knows whose available or not." Sergeant Flores stated that he never approves lunch breaks as those are all approved through dispatch. I asked Sergeant Flores if given a similar situation as the day in question, must an officer request a Code 7/meal break over the radio in order to gain permission to do so. Sergeant Flores stated yes and pointed to the policy section noted above which states "police officers."

When asked if he recalled dispatch requesting his status while eating at Cocos, Sergeant Flores stated that he did. To the best of his recollection he advised dispatch he was on patrol and available for calls. I then played three applicable police radio recordings to refresh Sergeant Flores' recollection of events. The first recording is of dispatch ( [REDACTED] ) requesting Sergeant Flores' (Sam 1) status. Sergeant Flores' response to that request was, "But I'm cleared it. Did I check out on something?" Sergeant Flores initially stated that he recalled an initial radio broadcast prior to the one requesting his status, however none was found. Sergeant Flores supported his response to dispatch by confirming his previously stated reasoning of being in a ready state of response for calls for service during the time he was eating. He also provided affirmation that his statement was neither dishonest nor deceitful in nature as he "was available to handle calls." The second recording was that of dispatch requesting Sergeant Flores' (Sam 1) location. Sergeant Flores responded to dispatch stating, "I'm out in the field." Sergeant Flores affirmed that his statement was neither dishonest nor deceitful in nature as he was "out in the field and available." The third recording was that of dispatch stating Commander 1 [REDACTED] was requesting Sergeant Flores' (Sam 1) location. Sergeant Flores responded, "I will, uhh, return to station. I'm on the north end of the campus." Sergeant Flores affirmed that his statement was truthful by stating, "Yes, I was on the north end, from my understanding." He also affirmed that his statement was not deceitful in nature.

Based on Sergeant Flores' radio transmissions and response, I provided him with a copy of the CSUN campus, north campus, and south campus maps on separate 8 ½" x 11" pieces of paper; as obtained from the CSUN website. (See attachment F for maps.) When asked if Cocos (restaurant) was located on the north end of campus, Sergeant Flores replied, "Well, what I meant is on the north end of campus. North area of campus which is in my opinion it's broad. It's north of this location here, covers a wide area like this.



That's what I mean when I said north end of campus." (Note: As Sergeant Flores provided the statement of "covers a wide area like this," he held his right and left hands approximately three to four inches to each side of the north campus 8 1/2 " x 11" map and then three to four inches above/below the top and bottom of the same map.)

When asked to clarify his definition of "north end of campus" that included "a wide area," Sergeant Flores stated, "It could go all the way out to White Oak or Louise (*i.e., about 0.2 to 0.8 miles east of campus consecutively*). It can come all the way up to Chatsworth (*i.e., about 0.5 miles north of campus*). And you can go all the way over to Wilbur (*i.e., about 0.6 miles west of campus*)."

#### **AUDIO EVIDENCE:**

##### Applicable Police Radio Recording Timeline:

- 6:17:21 – Sergeant Flores begins his jail check with Door "Adam."
- 6:18:51 – Sergeant Flores completes his jail check with Door "Adam."
- 6:38:17 – [REDACTED] goes start of watch and places himself out on traffic control at the B3 structure until further notice.
- 6:39:06 – [REDACTED] begins advising dispatch of which radio(s) are being issued to LA DOT personnel.
- 6:39:31 – Sergeant Flores asks dispatch if they are clear for a log on.
- 6:39:38 – Sergeant Flores signs on instructing dispatch to show himself and CSU [REDACTED] riding together in Shop 491 (*i.e., police shift supervisor's patrol vehicle*).
- 6:44:42 – Sergeant Flores requests [REDACTED] to check in [REDACTED] equipment as he goes end of watch.
- 6:57:47 – [REDACTED] goes start of watch and places himself out on traffic control at parking lot G3.
- 7:07:22 – [REDACTED] goes start of watch.
- 7:10:15 – [REDACTED] goes start of watch and places himself out on traffic control in parking lot B3.
- 7:10:33 – [REDACTED] advises that he'll be transporting Parking [REDACTED] to G3 for parking control duties.
- 7:20:17 – [REDACTED] requests Sergeant Flores' status ("Sam 1 status?").
- 7:20:22 – Sergeant Flores responds, "But I'm cleared it. Did I check out on something?"
- 7:20:33 – [REDACTED] requests Sergeant Flores' location ("Sam 1 your location?").
- 7:20:36 – Sergeant Flores responds, "I'm out in the field."



7:20:41 – [REDACTED] states, “Commander 1 is requesting your location.”

7:20:44 – Sergeant Flores responds, “I will, uhh, return to station. I’m on the north end of the campus.”

7:26:19 – [REDACTED] advises Sergeant Flores that all units assigned to traffic control are accounted for and on post, except for one LADOT person who will be arriving at 0900 hours. The LADOT Supervisor will be filling in at that person’s post until they arrive.

7:28:56 – Sergeant Flores advises dispatch he’s out at the station.

7:46:42 – [REDACTED] advises dispatch that he’ll be in the field work by himself and checked out patrol vehicle Shop 503.

7:53:02 – Sergeant Flores requests [REDACTED] to return to the station to meet with him.

7:54:53 – [REDACTED] advises dispatch that he’ll be assisting with traffic control at Darby Ave. and Prairie St.

8:17:49 – [REDACTED] advises [REDACTED] that Parking Structure B3 levels one and two are full and level three is 50% full.

8:17:57 – [REDACTED] calls for Sergeant Flores.

8:18:02 – [REDACTED] advises [REDACTED] that Sergeant Flores has gone home for the day.

8:18:26 – [REDACTED] acknowledges the change in watch commanders and calls for [REDACTED]

8:18:48 – [REDACTED] advises [REDACTED] of the following traffic control statuses: traffic on east and west sides of the campus is light to moderate; G3 structure is up to the fourth floor which is at 50%; and B3 is about the same awaiting an update.

## OPINIONS AND CONCLUSIONS:

### *EVENT SUMMARY* [captioned with various investigator opinions]–

On or about August 28, 2015, about 0600 hours, Sergeant Douglas Flores was assigned as the day watch patrol shift supervisor with [REDACTED], [REDACTED], and CSU Long Beach [REDACTED] having been assigned to the watch. The first week of CSUN’s major traffic control event was coming to a close this particular day in which five CSUN Department of Police Services (DPS) personnel and nine Los Angeles Department of Transportation (LADOT) personnel were assigned traffic control responsibilities. The incident commander was [REDACTED] with the on-duty dispatcher being [REDACTED]. [REDACTED] was the Traffic Unit supervisor who developed the Traffic Control Operations Plan and acted in the capacity of event supervisor, however on Friday, August 28, 2015 [REDACTED] was scheduled for a day off. In as such, the role of event supervisor was assigned to Sergeant Flores by [REDACTED]

██████████ directed ██████████ to meet with Sergeant Flores and provide him with the information necessary to supervise traffic control operations and personnel assigned to the event. On or about Thursday, August 27, 2015, ██████████ sent Sergeant Flores an email regarding the Friday, August 28, 2015 traffic control detail. Later that same day ██████████ met with Sergeant Flores providing him the necessary information, and did so while Sergeant Flores drove ██████████ around campus to the various locations/points of interest. ██████████ then confirmed with ██████████ that this task had been completed. Sergeant Flores did not recall ██████████ providing him any information or instruction that he was to be the event supervisor for the Friday, August 28, 2015 traffic control operation.

[Based on the information obtained, it is my opinion that Sergeant Flores knew he was the Traffic Control Event Supervisor for the day and had been given clear guidance/instructions as to what was expected in performing said role.]

On Friday, August 28, 2015, about 0600 hours, CSU Long Beach ██████████ arrived to cover a patrol overtime assignment. No patrol briefing was held (as is required by department policy), so ██████████ waited by the police equipment room to be issued his patrol equipment as Sergeant Flores was attending to a few unknown administrative duties. Upon being issued his equipment, ██████████ was told that he'd be riding with Sergeant Flores until such time as Flores could speak with ██████████ to determine his patrol status (i.e., ride with the shift supervisor for the shift or approved to drive a CSUN police vehicle as a solo patrol officer). About 0617 hours, Sergeant Flores conducted his jail check. And about 0639 hours, Sergeant Flores and ██████████ logged into service as a single two-officer patrol unit.

Shortly after leaving the police station and patrolling the general area, ██████████ asked Sergeant Flores if he was hungry and wanted to get something to eat. According to ██████████ Sergeant Flores first hesitated advising that they probably shouldn't but soon thereafter changed his mind and drove to Cocos restaurant located on Devonshire St., just west of Reseda Blvd. At no time did either Sergeant Flores or ██████████ place themselves out Code 7 (i.e., a meal break).

[Sergeant Flores' opinion is that police supervisors are not regulated by the department policy (#07-S.O.-011) on radio communication and lunches/breaks as the section specifically states it applies to, "police officers." This particular policy section has been in effect since 2007 to which Sergeant Flores has confirmed receipt and acknowledgment of on an annual basis since its inception. "Police officers" within this section of the policy has and continues to apply to all sworn personnel in a generic sense of the word; of which ██████████ stated he knew they had violated department policy. In as such, it is my opinion Sergeant Flores was deceptive and dishonest in his response regarding this particular policy interpretation.]

Upon entering Cocos, they were seated and partook in a sit down breakfast. While they were eating ██████████ completed her morning workout at the LA Fitness gym, which is located in the same shopping center as Cocos. As she drove out of the parking lot, she noticed a CSUN black and white patrol vehicle parked outside. Knowing CSUN officers just began their shift (i.e., 0600 hours) and should be in the mode of preparing for

the day's major traffic control event, she contacted [REDACTED] to advise him of her observations and to determine who was assigned the vehicle in question.

[REDACTED] was told by dispatch the vehicle was assigned to Sergeant Flores and that he showed clear. He subsequently requested dispatch ask Sergeant Flores for his status. Upon doing so, Sergeant Flores responded that he was clear and asked if he had checked out on something. [REDACTED] instructed dispatch to request Sergeant Flores' location, to which Sergeant Flores stated he was in the field. Feeling Sergeant Flores was being evasive in his response, [REDACTED] directed dispatch to advise Sergeant Flores that he ([REDACTED]) was requesting his location. Sergeant Flores' response to this question was that he was enroute to the station from the north end of the campus.

While still seated in the restaurant, Sergeant Flores told [REDACTED] that they had to leave. They immediately got up from the table and proceeded to the patrol car. As they drove to the police station, [REDACTED] advised there was a very odd uncomfortable feeling within the vehicle. He commented, "it was bad. It was like... something's gonna hit the fan here real quick." Not much was said between Sergeant Flores and [REDACTED] and although he couldn't remember what was said, [REDACTED] thought Sergeant Flores said something to the effect of, "Oh man... I gotta deal with it now." [REDACTED] opinion was that Sergeant Flores was probably in trouble for going out Code 7 (lunch/break) without saying where he was. And [REDACTED] knew Sergeant Flores made a response over the radio that was deceitful, to a certain degree. Although he didn't know exactly what Sergeant Flores was thinking at the time, [REDACTED] stated that if he had made the comment they were at the north end of campus while at Cocos restaurant that it would be an untruthful response.

[Based on the information gathered from this investigation, it is my opinion Sergeant Flores was both deceitful and untruthful in his responses, especially in advising he was at the "north end of campus" and attempting to define such as area as inclusive of locations that can be up to one mile off the campus border.]

Upon returning to the station, [REDACTED] met with Sergeant Flores at the east stairway of the building. According to [REDACTED], he immediately commented to Sergeant Flores that he was aware of his location at Cocos (restaurant) and at that point Sergeant Flores spontaneously began making comments to the effect of: "it's been a really busy week; it's really hard to get meals; last couple of days I haven't eaten until 3 or 4 (pm); I just wanted to go out quickly and go get a meal." [REDACTED] continued by telling Sergeant Flores that he had made a conscious decision to violate policy and in turn would have to deal with the consequences of that. At no point in time did [REDACTED] ask any questions of Sergeant Flores; only providing direct statements reciprocated by unsolicited comments from Flores. However, according to Sergeant Flores, [REDACTED] questioned Flores asking, "where were you?" Sergeant Flores responded, "Cocos," to which [REDACTED] responded saying something to the effect that he (Sergeant Flores) was being deceptive and that he had violated the department's communications policy.

No further conversation was held and [REDACTED] and Sergeant Flores parted ways. [REDACTED] briefed [REDACTED] on the situation, after which a decision was made to send Sergeant Flores home for the day. [REDACTED] subsequently called Sergeant Flores to his office to advise of the decision to send him home for the day. According to [REDACTED] Sergeant Flores made the unsolicited comment that he knew he violated policy and wanted to basically tell his side of the story. [REDACTED] stopped Sergeant Flores by asking if he really wanted to speak with him at that moment, clarifying that this was a significant problem. Sergeant Flores in turn made the conscious decision to initiate speaking about the incident. Flores again acknowledged he violated policy but that sending him home seemed excessive. [REDACTED] asked Sergeant Flores what he thought was appropriate, to which Sergeant Flores replied, "a write up (i.e., written reprimand)." [REDACTED] responded saying that Flores at minimum was looking at a write-up. And according to Sergeant Flores, upon being advised he was being sent home he told [REDACTED] that, in essence, he didn't agree with that decision. Sergeant Flores provided no further details of that conversation and could not recall whether or not he admitted to violating department policy.

[Although I found no supporting evidence to corroborate statements made by either [REDACTED] or Sergeant Flores regarding conversations held between the two of them, I formed the opinion that [REDACTED] statements were more reliable based on the amount of information Sergeant Flores was unable to recall, to include the haziness and apparent deception displayed in the responses provided during the investigative portion of this investigation.]

Sergeant Flores left [REDACTED] office and met with [REDACTED] to advise he was leaving for the day (making [REDACTED] the day shift supervisor). Sergeant Flores provided [REDACTED] with the operational responsibilities of the shift and departed the campus.

### ***FINDINGS/OPINIONS --***

Given the facts of this investigation, it is my opinion that Sergeant Douglas Flores exhibited gross negligence in his supervisory oversight, judgement, and decision-making which ultimately led to a violation of multiple department policies and performance expectations. As a first line supervisor, Sergeant Flores is required to adhere to all expectations of said position as stipulated in the department's Standards of Conduct and other applicable policies; and the department's mission, vision, and values (see attachment "I"), while ensuring his subordinates do the same. In addition Sergeant Flores, is required to abide by the California POST Law Enforcement Code of Ethics which he confirmed receipt, knowledge, and acceptance of at California State University, Northridge on August 23, 2005. See attachment "J" for Code of Ethics information and Sergeant Flores' signed acknowledgement/pledge form.

**First**, Sergeant Flores did not complete a shift briefing on the date in question as required by department policy. In doing so, Flores failed to meet his supervisory responsibilities as specified within department policy #07-O.A.-005 Organization, Administration, and Direction:

E. *Communication, Coordination, and Cooperation Among Functions*

1. *Members of the Patrol Operations Division will attend a daily roll-call briefing, prior to the start of each watch, as a method of facilitating communication and coordination of any events scheduled during the day. When appropriate, members of Investigations, Parking, Matador Patrol, Crime Prevention and Dispatch who are on duty and available at the time of the briefing may also attend. General briefing information for the good of the watch will be disseminated first and then law enforcement information which is sensitive or restricted will be provided to sworn officers after civilian staff have been dismissed from the briefing. Information to be disseminated shall include but not be limited to a description of the previous shift's activities and that which is administrative and operational in nature. (Refer to Procedural Directive 2007-009 for briefing procedures.)*
2. *The Shift Supervisor will facilitate these briefings and may delegate portions of the briefing to other staff;*

and procedural directive #2007-009 Shift Briefings, Beat Plans, and Equipment Issuance, which further compounded the degradation of professionalism and efficiency required of his position as a CSUN police shift supervisor.

***Procedures:** A briefing procedure has been developed with the intent of providing professionalism and efficiency to daily shift briefings and in the issuance of patrol equipment. Shift supervisors shall be responsible for ensuring the integrity of conducting shift briefings, assigning beat plans, and ensuring all patrol equipment is distributed, returned, and accounted for. This procedure will ensure consistency with equipment control, personnel accountability, deploying specialty assignments, and the ability to dispatch personnel immediately to calls for service.*

*Start of watch will begin at the assigned times and all scheduled personnel will be fully dressed, equipped, and ready for deployment. All sworn personnel will first report to room 116, the equipment room, for issuance of daily equipment. Supervisors will provide access to the equipment room for a designated officer to issue equipment. Once the officers have received their equipment, they will immediately proceed to their vehicles via the east door of the DPS facility and promptly equip their vehicles and return to the briefing room. This shall be done to ensure an immediate state-of-readiness in the event a call for service is broadcast during the shift briefing.*

**Second,** Sergeant Flores failed to provide the necessary supervisory oversight of a major traffic control operation as assigned. Instead, Sergeant Flores chose to abrogate his responsibilities about an hour after his start of watch by going to a restaurant for a sit down breakfast; as event personnel were establishing their post(s) in preparation for the influx of traffic and pedestrian activity.

██████████ provided Sergeant Flores clear instruction and guidance of his role in supervising traffic control activities; and did so while Sergeant Flores drove him around campus discussing the various locations and issues he could expect. Sergeant

Flores could not recall being given such instruction by [REDACTED] but it was clear from the interviews and documentation that Sergeant Flores was apprised of the duties he was to undertake on the date/time in question. I do not believe Sergeant Flores was absentminded about being advised of his role/responsibilities by [REDACTED] especially since it was done the day before the event and Sergeant Flores was the one driving them both around to the various points of interest. Sergeant Flores has over 20 years of police supervisory experience and is one of the most knowledgeable and experienced officers/supervisors I know. I have never known him to make a supervisory decision in the field he could not remember that was fairly recent in nature, especially for such a unique situation as this was. For him to say he did not recall receiving instruction from [REDACTED] for the date/time in question only leads me to believe that he made such a statement to protect himself from possible discipline in making a poor judgement and decision.

To compound the problem, Sergeant Flores took an officer from his patrol shift (CSU Long Beach [REDACTED]) to eat with him. CSU Long Beach [REDACTED] was working an overtime patrol shift to ensure the shift met the requirement of maintaining a minimum officer deployment. In removing himself and [REDACTED] from the field, Sergeant Flores made the flawed decision to reduce the number of on-campus patrol personnel during a time of preparation for the influx of heavy vehicle and pedestrian traffic. In addition Sergeant Flores failed to ensure both he and [REDACTED] kept police dispatch properly advised of their status during this break period as required by the department's Police Services Communications Policy, 07-S.O.-011, Section VI, C, 2, d (Radio Operations Procedures) which states:

*"In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time they place themselves into or take themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance."*

Sergeant Flores advised that it was his opinion this section of the policy did not apply to police supervisors as it clearly states that "police officers" (i.e., line level personnel) shall comply. When asked if an officer had to get supervisory approval to go on a break, Sergeant Flores stated they did not; only that they had to get such approval from the police dispatcher. However in this situation Sergeant Flores again abrogated his supervisory responsibilities by failing to ensure [REDACTED] complied with the aforementioned policy requirement. This policy requirement has been in effect since 2007 which has been instructed numerous times to department personnel that the term "police officers" within this section encompasses all sworn personnel. During [REDACTED] interview he confirmed that this policy was in place "for officer safety" purposes and that it did apply to all sworn personnel both supervisors and line level alike. Based on Sergeant Flores' statements, it is my opinion that he established a set of principles that allows greater freedom to one person or group (i.e., shift supervisors) than

to another (i.e., line level personnel), an apparent violation of the department's Standards of Conduct (Sworn) policy #03-P.A.-001:

*Standard 6.2 – "Peace officers shall perform their duties in such a manner as to discourage double standards."*

Based on the above, it is my opinion Sergeant Flores also violated the department's Organization, Administration, and Direction policy #07-O.A.-005, Section V.F.3.b, through the gross negligence of his actions:

*"In addition to general and individual responsibilities of all employees, the Shift Supervisor is specifically responsible for the following: 1) Good Order: the general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency."*

**Third,** it is my opinion Sergeant Flores was both deceptive and dishonest in his communication with police dispatch during his meal break on the 28<sup>th</sup> of August, 2015, as well as in some of the responses provided me during the investigatory interview. It is to be noted that prior to the interview, I provided the following order to Sergeant Flores:

*Sergeant Flores, I will order you to answer any and all questions asked of you in a truthful and accurate manner. Failure to do so may be deemed insubordination and result in administrative discipline up to and including termination of your employment with the California State University, Northridge.*

And although Sergeant Flores stated he could not recall being provided instruction on his role as the event supervisor for traffic control on or about August 27, 2015, it is clear to me that Sergeant Flores was in fact provided such instruction by [REDACTED]. As noted within the first paragraph on page 22 of this report, I do not believe Sergeant Flores was absentminded on this matter but rather chose to be deceptive in providing a do-not-recall response.

Sergeant Flores also stated, in essence, that on August 28, 2015, between the hours of 0600 and 0642 hours, he completed his jail check, conducted briefing, and issued equipment to the shift officers. These tasks are required by department policy to be performed by the shift supervisor at their start of watch. In looking at Sergeant Flores' daily log/shift synopsis for August 28, 2015 (attachment C), he listed "traffic control" as a briefing topic. However, during my interview with CSU Long Beach [REDACTED], he advised they did not hold a shift briefing on the morning in question. [REDACTED] stated he waited by the police equipment room door for issuance of his patrol equipment and then waited for Sergeant Flores as he completed some unknown administrative tasks. In looking at the daily shift log from [REDACTED] on August 28, 2015, no shift briefing was documented as having occurred. In cross-checking the department's CAD system (i.e., RIMS), no record of Sergeant Flores was found of him logging into RIMS to access the information required for use during shift briefing. Based on the above, it is my opinion Sergeant Flores failed to provide a



truthful and accurate response to the question provided him, as well as documenting false information within his daily shift synopsis/log.

During the investigatory interview, Sergeant Flores provided a response to the following inquiries from police dispatch regarding his status while on patrol in the field.

7:20:17 – [REDACTED] requests Sergeant Flores' status ("Sam 1 status?").

7:20:22 – Sergeant Flores responds, "But I'm cleared it. Did I check out on something?"

Sergeant Flores initially stated that he recalled an initial radio broadcast prior to the one requesting his status, however none was found. Sergeant Flores supported his response (above) to dispatch by confirming his previously stated reasoning of being in a ready state of response for calls for service during the time he was eating. He also provided affirmation that his statement was neither dishonest nor deceitful in nature as he "was available to handle calls." It is my opinion that Sergeant Flores' response to Dispatcher Lopez was deceitful in nature as given his years of experience and training under the policies and procedures of this department, he should know that the expectation of his "state of readiness" in performing his supervisory role on the date in question (i.e., patrol and traffic control operations) was to include active monitoring, verification, and adjustment of the traffic control operation plans as needed. This is impossible while having a sit-down breakfast an hour or so into one's work shift.

7:20:33 – [REDACTED] requests Sergeant Flores' location ("Sam 1 your location?").

7:20:36 – Sergeant Flores responds, "I'm out in the field."

Sergeant Flores affirmed that his statement was neither dishonest nor deceitful in nature as he was "out in the field and available." Again, I find Sergeant Flores' statement to be deceitful in nature. Although Sergeant Flores was technically in the field versus the police station, this question coupled with the first obviously indicates a request for a specific location, not a generic one. CSU Long Beach [REDACTED] provided a statement which led me to believe Sergeant Flores knew of the problem he faced as the questions were being asked of him (by dispatch), thus solidifying my opinion that Sergeant Flores was being evasive and deceitful in his responses.

*From [REDACTED] in essence: As they drove back to the station, the feeling within the vehicle was that "it was bad. It was like... something's gonna hit the fan here real quick." Not much was said between Sergeant Flores and [REDACTED] and although he couldn't remember what was said, [REDACTED] thought Sergeant Flores said something to the effect of, "Oh man... I gotta deal with it now." I asked [REDACTED] what he thought had happened. [REDACTED] replied, "I thought that somebody drove by and saw him where he was (i.e., eating at the restaurant)." [REDACTED] opinion on this matter was that Sergeant Flores was probably in trouble for going out Code 7 (lunch/break) without saying where he was. [REDACTED] stated that he knew when they were driving back to the station that Sergeant Flores made a response over the radio that was deceitful to a certain degree.*



7:20:41 – [REDACTED] states, "Commander 1 is requesting your location."

7:20:44 – Sergeant Flores responds, "I will, uhh, return to station. I'm on the north end of the campus."

Sergeant Flores affirmed that his statement was truthful by stating, "Yes, I was on the north end, from my understanding." He also affirmed that his statement was not deceitful in nature. When provided with a copy of the CSUN campus, north campus, and south campus maps on separate 8 ½" x 11" pieces of paper; as obtained from the CSUN website, I inquired whether Sergeant Flores thought Cocos (restaurant) was located on the north end of campus. He replied, "Well, what I meant is on the north end of campus. North area of campus which is in my opinion it's broad. It's north of this location here, covers a wide area like this. That's what I mean when I said north end of campus." (Note: As Sergeant Flores provided the statement of "covers a wide area like this," he held his right and left hands approximately three to four inches to each side of the north campus 8 1/2 " x 11" map and then three to four inches above/below the top and bottom of the same map.) When asked to clarify his definition of "north end of campus" that included "a wide area," Sergeant Flores stated, "It could go all the way out to White Oak or Louise (*i.e., about 0.2 to 0.8 miles east of campus consecutively*). It can come all the way up to Chatsworth (*i.e., about 0.5 miles north of campus*). And you can go all the way over to Wilbur (*i.e., about 0.6 miles west of campus*)."

Based on the above, I found Sergeant Flores' explanation utterly ridiculous and completely dishonest and deceitful. The department's geographical boundaries are clearly delineated within department policy 02-O.A.-001 Law Enforcement Role, Constitutional Authority, Area of Jurisdiction, and Off-Campus Response to which Sergeant Flores has been provided refresher training on an annual basis since calendar year 2007. The publically accessible maps used by the university clearly provide the geographical boundaries of the north and south campus areas.

In addition, the department uses a "Patrol Beat Map" for the systematic deployment of patrol personnel within the CSUN campus boundaries and assignment of calls for service. (see attachment section F) The beat map, which is posted at various locations throughout the police department, was revised and reissued to the department in December 2009. Sergeant Flores was the person I chose to work with me in the revision and printing of the updated beat map. An email trail showing Sergeant Flores' assistance in the revision/printing process was included in attachment section F for reference.

As a 20 year veteran officer, supervisor, and former field training officer of the CSUN police department, it is incomprehensible how Sergeant Flores could define the "north end" or even the "north area" of campus in the manner presented. His working knowledge of the campus boundaries and access to a variety of maps delineating such is beyond reproach. Even CSU Long Beach [REDACTED] who was previously a CSUN officer for about 3 ½ years, stated that Coco's restaurant wasn't near the north end of campus and advised that if the 'north end of the campus' response came out of his mouth as it did Sergeant Flores' that would be an untruthful response. See page 11, paragraphs 3 and 4, for [REDACTED] geographical description of the north end/area of the

campus which is more consistent with the department and university campus boundary maps.

Based on the above, it leads me to believe that Sergeant Flores provided such responses to dispatch in order to try and protect himself from potential discipline upon knowingly making a decision to leave campus and violate department policy.

## **OFFICER TRAINING REVIEW:**

### **POLICY REVIEWS**

Below is an itemized list of applicable policy reviews in which Sergeant Douglas Flores was instructed on or had reviewed department policies and procedures on the topics of standards of conduct for sworn personnel; organization, administration, & direction of department personnel; police communications; shift briefings; and supervisor's daily synopsis (i.e., shift report/log). Note: reviews shown as month/year.

- Department Policy/Procedure #03-P.A.-001 Standards of Conduct (Sworn)  
10/'15, 10/'14, 9/'13, 9/'12, 4/'11, 1/'10, 2/'09, 2/'08, 2/'07
- Department Policy/Procedure #02-O.A.-001 Law Enforcement Role, Constitutional Authority, Area of Jurisdiction, and Off-Campus Response  
5/'15, 6/'14, 5/'13, 5/'12, 4/'11, 1/'10, 1/'09, 2/'08, 11/'07, 1/'07 (late review for '06), 9/'05, 9/'04
- Department Policy/Procedure #07-O.A.-005 Organization, Administration, and Direction  
7/'15, 8/'14, 6/'13, 6/'12, 4/'11, 1/'10, 1/'09, 2/'08, 3/'07
- Department Policy/Procedure #07-S.O.-011 Police Services Communications  
8/'15, 9/'14, 7/'13, 7/'12, 10/'11, 10/'10, 10/'09, 11/'08
- Department Policy/Procedure #2007-009 Shift Briefings, Beat Plans and Equipment Issuance  
10/'15, 10/'14, 9/'13, 9/'12, 10/'11, 8/'10, 10/'09, 2/'08, 1/'07
- Department Procedural Directive #2005-13 Supervisor's Daily Synopsis (i.e., shift report)  
10/'15, 10/'14, 9/'13, 9/'12, 5/'11, 3/'10, 5/'09, 9/'08

## **TRAINING COURSES**

Below is an itemized list of applicable training courses in which Sergeant Flores has been provided instruction on topics relating to effective supervision and/or leadership.

- Ventura County Sheriff's Basic POST Academy (Preliminary Investigations Module) 1986
- POST Supervisory Course (80 hours) 3/'96
- POST Field Training Officer Course (40 hours) 3/'96
- POST Sherman Block Advanced Supervisory Leadership Institute (192 hours) 2001-2002
- CSUN In-Service Training on Risk Management (8 hours) 11/'02
- CSUN Management Institute – Supervisory Track I (3.5 hours) 2/'04
- POST Leadership and Supervision Telecourse/DVD (2 hours) 6/'04
- POST Field Training Officer Update (24 hours) 9/'09
- POST The Qualities of a Good Field Training Officer Telecourse/DVD (2 hours) 3/'12
- POST Field Training Officer Update (24 hours) 11/'13
- CSUN In-Service Leadership Training Exercise (4 hours) 9/'15
- POST Supervisory Update (24 hours) 10/'15

- **IN-SERVICE TRAINING – PERSONNEL IMPROVEMENT PLAN:**

On or about August 13, 2015 (15 days prior to the incident in question), Sergeant Flores was placed on a personnel improvement plan; an in-service remedial training component focused on improving performance. Effective supervision was the area of focus which encompassed general work performance (i.e., leadership, supervisory control, judgment & decision making, planning & organizing, and initiative), report writing and approval of reports, and knowledge of and adherence to department policies and procedures. Sergeant Flores was advised of the expectation that successful completion of this training plan was to improve his performance and would require his commitment in demonstrating a consistency in satisfactory work performance over a six month period. This program is expected to conclude in February 2015.

- **MITIGATING CIRCUMSTANCES:**

None

- **RECOMMENDATIONS:**

Allegations: ***Sustained*** - for a violation of the following department policies and Law Enforcement Code of Ethics involving a failure to advise police dispatch of a Code 7/lunch/break; failure to assume one's supervisory responsibilities; and in being deceptive and untruthful:

1. Department Policy/Procedure #03-P.A.-001 Standards of Conduct (Sworn):

Section I – “California State University (CSU) system-wide guidelines require that all CSU police officers adhere to the Law Enforcement Code of Ethics, the Code of Professional Conduct and the Responsibility of Peace Officers,” as prescribed by California POST Regulation 1013.

Section II.B, Cannon 2, Standard 2.2 – “Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.”

Section II.C, Cannon 3, Standard 3.2 – “Peace officers, during their service, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.”

Section II.F, Cannon 6 – “Peace officer shall assist in maintaining the integrity and competence of the peace officer profession.”

Standard 6.2 – “Peace officers shall perform their duties in such a manner as to discourage double standards.”

Standard 6.3 – “Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.”

2. Department Policy/Procedure #07-O.A.-005 Organization, Administration, and Direction, Section V.F.3 and 4.

Section V.F.3.b – “In addition to general and individual responsibilities of all employees, the Shift Supervisor is

specifically responsible for the following: 1) Good Order: the general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency.”

Section V.F.4.b – “Also, each supervisor is specifically responsible for the following: 2) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. 3) Enforcement of Rules: Supervisors must enforce Departmental rules and regulations and ensure compliance with departmental policies and procedures.”

3. Department Policy/Procedure #07-S.O.-011 Police Services Communications, Section VI.C.2.d – “In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time their place themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance.”

Note: Below are additional policy violations found to have occurred following the review of all investigatory interviews and documents obtained during the course of this investigation. No further interviews or documentation review was needed as a result.

4. Department Policy/Procedure #2007-009 Shift Briefings, Beat Plans and Equipment Issuance – “**Shift Briefings**: Shift briefings will be conducted in the patrol briefing room before deploying the patrol shift. Shift briefings will normally not last longer than the thirty minutes allotted for shift preparation...”

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional patrols. Shift supervisors must develop the shift plan with a problem solving / community –oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor’s daily log. Multi-dimensional patrols are to include as available, bicycle patrols, motorcycle patrols, foot patrols, in addition to the use of general patrol vehicles.

The shift supervisor shall provide officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. He/she shall notify officers of changes in schedules and assignments; notify them of new directives or changes in directives; and evaluate officer readiness to assume patrol. Shift supervisors are also responsible for checking the overtime book and inquiring if any officer has been subpoenaed for court during the shift so that deployment adjustments may be made accordingly.

Information from all available sources such as crime analysis bulletins, the briefing book, and other related information shall be utilized in determining the deployment of shift personnel. The shift supervisor will assign all shift personnel to a patrol beat and fill out a patrol beat deployment sheet for the dispatch center every shift. See below for beat plan procedures.”

5. Department Procedural Directive #2005-13 Supervisor’s Daily Synopsis (i.e., shift report) – “This directive establishes procedures for the use of a newly designed shift supervisor daily synopsis report which is designed to incorporate shift logs completed by their respective patrol officers. It also provides definitions for each category listed within the supervisory daily synopsis report.

(Item #) 12. Briefing Topics: This section is for documenting the briefing topics discussed at the beginning of each shift. Topics/briefings given by members of the Investigations Unit should also be included in this section.

It is under the evidence presented within this investigation, which includes the continued abrogation of supervisory responsibilities, unethical behavior, and blatant dishonesty exhibited by Sergeant Douglas Flores (during the incident in question and investigatory interview), that I recommend Sergeant Flores be considered for termination of employment from the California State University Department of Police Services.

In addition, termination from employment is being recommended based on the recent *People v. Superior Court (Johnson)* 2015 61 Cal.4<sup>th</sup> 696 ruling which promulgated an October 13, 2015 California Attorney General (AG) published opinion (No. 12-401) citing that law enforcement agencies can notify the prosecuting attorney of names of officers against whom findings of dishonesty, moral turpitude, or bias have been sustained, and the dates of the earliest such conduct. Given the facts of this case as it relates to compliance with the United States Supreme Court’s ruling in *Brady v. Maryland*, a Brady disclosure to the

prosecuting attorney places a law enforcement officer's (i.e., government witness) credibility in dire question which can be used as impeachment evidence in the criminal cases he/she is involved in. For further details, see attachment "H" for a copy of the CPOA client alert notice issued on this matter.

- **PREVIOUS FORMAL DISCIPLINE HISTORY:**

2015 – 5 Day Suspension issued for a failure to comply with numerous department policies relating to the investigation of a domestic violence incident and abrogating his responsibilities as a police supervisor.

2015 – Written reprimand issued for a failure to notify a command staff member regarding the report of an on-duty injury of two subordinate officers; a failure to send the injured officers for medical treatment; and a failure to complete the necessary injury related worker's comp and CSUN HR paperwork.

2009 – Written reprimand issued for a failure to comply with supervisory oversight responsibilities involving the scheduling and approving of time off for sworn personnel (violation of two department policies).

**Additional information regarding recent verbal counseling:**

On or about October 5, 2015, about 0715 hours (38 days after the incident in question), [REDACTED] left the LA Fitness gym after her regular morning workout. She was on her way home to obtain some items she accidentally left behind, when she observed Sergeant Flores driving a CSUN black and white patrol vehicle southbound on Reseda Bl. from Chatsworth St. [REDACTED] called me to advise what she had observed, at which time I contacted Sergeant Flores to learn of his purpose for being in that location. Sergeant Flores stated he had just left the McDonalds on Reseda Bl., north of Devonshire St. after picking up some food through the drive through. [REDACTED] contacted CSU Fullerton [REDACTED] who was on overtime covering a patrol shift and riding with Sergeant Flores. [REDACTED] corroborated Sergeant Flores' statements. I subsequently counseled Sergeant Flores on his questionable decision making as it related to his off-campus activities and the policy/performance expectations of maintaining an awareness of those factors affecting his responsibilities and staying prepared for the effective and efficient undertaking of his assignment as a shift supervisor. For details see attachment "K" – follow-up email from [REDACTED] to Sergeant Flores dated October 13, 2015.

[REDACTED]  
Special Services Division Commander  
Internal Affairs

**1**





California State University, Northridge  
Department of Police Services

[REDACTED]

9/18/15

[REDACTED]

This incident involving  
Sgt. Flores needs to be  
investigated as an I.A.

I initiated this when I observed  
one of our police cars outside  
Coco's restaurant on the  
morning of August 28th. I  
notified [REDACTED] to determine  
status of the unit and his  
report is attached.

Chief

# MEMORANDUM

## CSUN | DEPARTMENT OF POLICE SERVICES

To: [REDACTED]  
From: [REDACTED]  
Date: September 17, 2015  
Subject: Incident Involving Sergeant Flores

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The purpose of this memorandum is to provide a written summary and timeline of the incident that occurred on Friday, August 28, 2015, involving Sergeant Flores and his failure to properly call out his location and subsequent untruthfulness.

### Incident Summary:

On Friday, August 28, 2015 at about 0640 hours, I was driving eastbound on Prairie Street just east of Reseda. Boulevard. I was in my privately owned vehicle enroute to start watch at California State University, Northridge Police Department. At that time, I observed a Department black & White vehicle driving westbound on Prairie Street just west of Darby Avenue. I recognized the driver as Sergeant Flores and we waved at each other as we passed. I did not notice if there was a passenger in the vehicle with him.

Later that morning, at about 0712 hours, I received a call from [REDACTED] stating that she had observed a California State University, Northridge police vehicle parked at the Coco's restaurant located at Reseda Blvd. and Devonshire Street. She was concerned because the vehicle had been at that location for about ten minutes and she knew that we were preparing for traffic control on the campus. She did not see an officer by the vehicle but she observed the vehicle shop number to be 491 (supervisor's vehicle). I asked the dispatcher supervisor ([REDACTED]) to find out who was driving shop # 491. He confirmed it was Sergeant Flores. I then asked him for Sergeant Flores' status. He said according to the radio log he was clear. I told him to confirm the status of Sergeant Flores. [REDACTED] directed dispatcher [REDACTED] to ask Flores for his status and he said he was clear. I then asked the dispatcher to request his location. [REDACTED] asked for his location and he said, "I'm out in the field". I then directed Lopez to tell Flores that I wanted to know his location. When [REDACTED] advised Flores that I was asking for his location he said that he was at the north campus and enroute to the station to meet with me.

When Flores came to the station I advised him that I was aware that his location was at Coco's because the [REDACTED] saw his car parked at that location. He spontaneously told me that throughout the week he was unable to get a lunch break until after 1330 hours because of the early traffic control assignments. I told him he obviously made a conscious decision to violate policy and he

would have to now deal with those consequences. I told him I would be discussing the incident with the Chief of Police.

I met with [REDACTED] at the station a short time later and advised her of the above circumstances. Once she was briefed on Flores' responses and apparent untruthfulness she ordered me to send Flores home with pay.

I called Flores into my office to advise him that per the [REDACTED] orders he was being sent home for the day. He said he preferred to stay on duty. I told him that wasn't an option but, he was to return the following day for his normal watch. He asked me if he could tell me his side of the story. I advised him that he was looking at a disciplinary issue and was he sure he wanted to speak to me. He then began telling me that he understood he violated policy but under the circumstances being sent home seemed excessive. I asked him what he thought the appropriate response to this issue was and he said a "write up". I said, he was very likely looking at being written up but regardless he was going to be sent home for today. I then advised him to advise [REDACTED] that he (Flores) was going home for the day but that he didn't have to go into the details nor advise him that he was being sent home. I told him he just needed to advise [REDACTED] that he was in charge of the watch in his absence and brief Finnerty on any operational issues he would need to know for that deployment period. He left my office to follow my instructions and we had no further discussion on the matter.

#### **Incident Timeline\*:**

- 0617 Hours to 0618 Hours: Sergeant Flores is on the radio conducting a jail check.
- 0639 Hours: Sgt. Flores logs in start of watch in shop 491 with Long Beach 1 (Officer [REDACTED]).
- 0640 Hours: I observe Sgt. Flores driving westbound on Prairie Street heading towards Reseda Blvd.
- 0712 Hours: [REDACTED] contacts me via cell phone and advises me she sees a California State University, Northridge Police vehicle in the Coco's parking lot and has seen it there for an extended period.
- 0718 Hours: [REDACTED] advises me the vehicle is still in the Coco's parking lot and she can see it is shop 491. She asks me to find out who is in it and why they are already on code 7 (meal break) when the shift just started (0600 hours).
- 0719 Hours: I ask Dispatch [REDACTED] which officer is assigned to shop 491. He advises me it is assigned to Sergeant Flores. I then ask Ellis what is Flores' status and he tells me "clear".
- 0720:17 Hours: I tell [REDACTED] to have the dispatcher confirm Flores' status. [REDACTED] directs [REDACTED] to get Sergeant Flores's status.
- 0720:22 Hours: Flores responds that he is clear and asks if he shows "checked out on something".
- 0720:33 Hours: I direct the dispatcher to request Sergeant Flores' location.
- 0720:36 Hours: Sergeant Flores says, "I'm out in the field"
- 0720:41 Hours: Dispatch Supervisor [REDACTED] tells [REDACTED] to tell Sergeant Flores that Commander 1 (my call sign) is requesting his location which she does.

- 0720:44 Hours: Sergeant Flores responds, "I'll be returning to the station. I'm on the north end of the campus."
- 0728 Hours: Sergeant Flores returns to the station. I advise him that the Chief of Police observed his vehicle at Coco's and I am going up to talk to her about the incident.
- 0745 Hours: I meet with Sergeant Flores in my office and advise him he is being sent home for the day.

*\* Times are approximate and are derived from a combination of the Audio Log Tracker, my cell phone records and my notes on the incident.*

### **Recommendations:**

Based on the timeline and Sergeant Flores' spontaneous statements it seems apparent that he was attempting to mislead the dispatcher to his exact whereabouts when he was questioned. He clearly understood that he had made multiple policy violations by failing to advise dispatch of his status while at Coco's and further tried to hide the fact when questioned to reveal his location. The distance between the closest location on campus (Lindley Avenue and Andrea Circle) to the Coco's parking lot is just short of one mile (.8 of a mile).

Also of concern is Sergeant Flores' lack of sound judgment in leaving the campus during a time in which he was responsible for the shift and overseeing a major operation (traffic control) during the second week of the fall semester. By taking not only himself but another officer off campus for an extended period of time he essentially left only two officers on the campus to handle calls just as the Department was preparing for the influx of vehicular traffic that was anticipated to come prior to the start of class. Furthermore, since he did not put his status on the air, other officers on the watch would also be unaware of his location which is an officer safety issue for himself and those that might call upon him for back up.

Based on the above information I am recommending an internal affairs investigation be opened on the matter.

**2**





## Log Search Results

Date Between 8/28/2015 and 8/28/2015

09/21/2015

Date	Time	Unit	Inc #	Inc Type	Text	
08/28/2015	00:01:54	S2	1508270074	ESCORT	CODE6.	
08/28/2015	00:02:02	S2	1508270074	ESCORT	CLR.	
08/28/2015	00:02:03	S2	1508270074		Closed - Disposition AS	
08/28/2015	00:21:36				1503 signed on to position 56	
08/28/2015	00:23:34	P62	1508270075	FTPRTL	CLR. Freed	
08/28/2015	00:23:34	P62	1508280001		Incident initiated at Lindley Av/Vincennes St, Northridge	3
08/28/2015	00:23:34	P62	1508280001	TRFENF	CODE6. Lindley Av/Vincennes St, Northridge	
08/28/2015	00:24:35				Same error msg 4 times in 1 minute: Date occurred cannot be after date reported	
08/28/2015	00:25:57	A1	1508280002		Incident initiated at University House, 18946 Tuba St, Northridge	3
08/28/2015	00:25:57	A1	1508280002	NBRHDCK	CODE6. University House, 18946 Tuba St, Northridge	
08/28/2015	00:34:55	A1	1508280002	NBRHDCK	CLR.	
08/28/2015	00:34:55	A1	1508280002		Closed - Disposition OK	
08/28/2015	01:17:22				1503 signed off from position 56	
08/28/2015	01:27:54	P62	1508280001	TRFENF	CLR.	
08/28/2015	01:27:55	P62	1508280001		Closed - Disposition OK	
08/28/2015	01:35:26				1503 signed on to position 56	
08/28/2015	01:43:08				1509 signed off from position 9	
08/28/2015	01:45:51				1503 signed off from position 56	
08/28/2015	01:49:51				1503 signed on to position 56	
08/28/2015	01:50:52				1503 signed off from position 56	
08/28/2015	01:55:44	P62	1508280003		Incident initiated at Matador Statue, 18111 Nordhoff St, Northridge	3
08/28/2015	01:55:44	P62	1508280003	NBRHDCK	CODE6. Matador Statue, 18111 Nordhoff St, Northridge	
08/28/2015	02:02:03				1315 signed on to position 9	
08/28/2015	02:32:00				Case number 152613 assigned from case log screen	
08/28/2015	02:50:02				1315 signed off from position 9	
08/28/2015	03:00:12				1503 signed on to position 56	
08/28/2015	03:03:00		1508280004		Incident initiated at Upa 5, 17950 Lassen St #304, Northridge	3
08/28/2015	03:03:07	K2	1508270075	FTPRTL	CLR.	
08/28/2015	03:03:08	K2	1508270075		Closed - Disposition OK	
08/28/2015	03:03:13	P62	1508280003	NBRHDCK	CLR.	
08/28/2015	03:03:13	P62	1508280003		Closed - Disposition OK	
08/28/2015	03:03:27	B1	1508280004	NARCO	DISP. Upa 5, 17950 Lassen St #304, Northridge	
08/28/2015	03:03:28	K2	1508280004	NARCO	DISP. Upa 5, 17950 Lassen St #304, Northridge	
08/28/2015	03:03:48	K2	1508280004	NARCO	CLR. . Disposition RF	
08/28/2015	03:03:48	B1	1508280004	NARCO	CLR.	
08/28/2015	03:03:49	B1	1508280004		Closed - Disposition RF	
08/28/2015	03:09:41	P62	1508280005		Incident initiated at University House, 18946 Tuba St, Northridge	3
08/28/2015	03:09:41	P62	1508280005	NBRHDCK	CODE6. University House, 18946 Tuba St, Northridge	
08/28/2015	03:12:32	A1			ADMIN. AT STA	
08/28/2015	03:13:47	S2	1508280006		Incident initiated at Matador Statue, 18111 Nordhoff St, Northridge	3
08/28/2015	03:13:47	S2	1508280006	NBRHDCK	CODE6. Matador Statue, 18111 Nordhoff St, Northridge	
08/28/2015	03:15:39	P62	1508280005	NBRHDCK	CLR.	
08/28/2015	03:15:40	P62	1508280005		Closed - Disposition OK	
08/28/2015	03:18:29	S2	1508280006	NBRHDCK	CLR.	

**CSU NORTHRIDGE POLICE DEPARTMENT**

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**Log Search Results****Date Between 8/28/2015 and 8/28/2015**

09/21/2015

Date	Time	Unit	Inc #	Inc Type	Text
08/28/2015	03:18:30	S2	1508280006		Closed - Disposition OK
08/28/2015	03:24:11				1503 signed off from position 56
08/28/2015	03:28:36	S2	1508280007		Incident initiated at University Park Apartments, 17950 Lassen St, Northridge
08/28/2015	03:28:36	S2	1508280007	COMMOUT	CODE6. University Park Apartments, 17950 Lassen St, Northridge
08/28/2015	3:28:57				1504 logged off by Windows Shutdown
08/28/2015	03:42:59	P62	1508280008		Incident initiated at Redwood Hall, 18111 Nordhoff St, Northridge 3
08/28/2015	03:42:59	P62	1508280008	FTPTL	CODE6. Redwood Hall, 18111 Nordhoff St, Northridge
08/28/2015	03:43:01				1504 signed off from position 54
08/28/2015	03:50:59	S2	1508280007	COMMOUT	CLR.
08/28/2015	03:51:00	S2	1508280007		Closed - Disposition OK
08/28/2015	03:51:51	S2			TO STN.
08/28/2015	03:57:40	B1			OFF.
08/28/2015	04:03:41	K2			OFF.
08/28/2015	04:38:45	A1			CLR.
08/28/2015	05:19:10	A1			ADMIN. RESEDA / PLUMMER *** FUEL ***
08/28/2015	05:22:19	A1			CLR.
08/28/2015	05:22:24	P62	1508280008	FTPTL	CLR.
08/28/2015	05:22:25	P62	1508280008		Closed - Disposition OK
08/28/2015	05:32:02	P62	1508280009		Incident initiated at University Corporation-Owned Building, 9324 Reseda
08/28/2015	05:32:02	P62	1508280009	FTPTL	CODE6. University Corporation-Owned Building, 9324 Reseda Bl, Northridge
08/28/2015	05:34:42	C6			CLR - on duty: [REDACTED]
08/28/2015	05:34:46	C6			OFF.
08/28/2015	05:45:49				1453 signed off from position 32
08/28/2015	05:52:03	P62	1508280009	FTPTL	CLR.
08/28/2015	05:52:04	P62	1508280009		Closed - Disposition OK
08/28/2015	05:55:49	M2			CLR - on duty: [REDACTED]
08/28/2015	05:58:15	A1			OFF.
08/28/2015	05:59:49				1621 signed on to position 9
08/28/2015	06:00:55				1617 signed on to position 1
08/28/2015	06:11:12				1314 signed on to position 71
08/28/2015	06:19:13	P62	1508280010		Incident initiated at College Court Townhomes, 18411 Plummer St, Northridge
08/28/2015	06:19:13	P62	1508280010	NBRHDCK	CODE6. College Court Townhomes, 18411 Plummer St, Northridge
08/28/2015	06:24:18	P62	1508280010	NBRHDCK	CLR.
08/28/2015	06:24:19	P62	1508280010		Closed - Disposition OK
08/28/2015	6:25:13				1609 logged off by Windows Shutdown
08/28/2015	06:27:16				1621 signed off from position 9
08/28/2015	06:29:45				1621 signed on to position 32
08/28/2015	06:30:09				1611 signed on to position 7
08/28/2015	06:40:38	C6			CLR - on duty Beats: 1,2 [REDACTED]
08/28/2015	06:40:45	P62			ADMIN. FUEL/RES/PLU
08/28/2015	06:41:05	I4	1508280011		Incident initiated at Information Booth #3, 18111 Nordhoff St, Northridge
08/28/2015	06:41:05	I4	1508280011	INFO3	CODE6. Information Booth #3, 18111 Nordhoff St, Northridge
08/28/2015	06:41:22	C1	1508280012		Incident initiated at Information Booth #2, 18111 Nordhoff St, Northridge
08/28/2015	06:41:22	C1	1508280012	INFO2	CODE6. Information Booth #2, 18111 Nordhoff St, Northridge





## Log Search Results

Date Between 8/28/2015 and 8/28/2015

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Date	Time	Unit	Inc #	Inc Type	Text
08/28/2015	06:41:38	C6	1508280013		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St, Northridge
08/28/2015	06:41:38	C6	1508280013	TCONTROL	CODE6. Parking Lot/Struct B3, 18111 Nordhoff St, Northridge
08/28/2015	06:42:10	S1			CLR - on duty: Flores, Douglas.
08/28/2015	06:42:16	P62			CLR.
08/28/2015	06:45:12	S2			OFF.
08/28/2015	06:45:17	P62			TO STN.
08/28/2015	06:45:51	S1			Second Officer added: 1530 - [REDACTED]
08/28/2015	06:46:01				Unverified location for case 152586: 18111 Nordhoff Street, Northridge
08/28/2015	06:49:31	I2	1508280014		Incident initiated at Information Booth #1, 18111 Nordhoff St, Northridge
08/28/2015	06:49:31	I2	1508280014	INFO1	CODE6. Information Booth #1, 18111 Nordhoff St, Northridge
08/28/2015	06:51:08				1536 signed off from position 72
08/28/2015	06:58:06	C8			CLR - on duty: [REDACTED]
08/28/2015	06:58:38	C8	1508280015		Incident initiated at Parking Lot/Struct G3, 18111 Nordhoff St, Northridge
08/28/2015	06:58:38	C8	1508280015	TCONTROL	CODE6. Parking Lot/Struct G3, 18111 Nordhoff St, Northridge
08/28/2015	06:59:03	C3			CLR - on duty Beats: 1,2,3: [REDACTED]
08/28/2015	7:01:02				logged off by Windows Shutdown
08/28/2015	07:09:05	P63			CLR - on duty Beats: 1,2,3: [REDACTED]
08/28/2015	07:11:02	C7	1508280016		Incident initiated at Parking Lot/Struct G3, 18111 Nordhoff St, Northridge
08/28/2015	07:11:02	C7	1508280016	TCONTROL	CODE6. Parking Lot/Struct G3, 18111 Nordhoff St, Northridge
08/28/2015	07:11:22	E1			CLR - on duty: [REDACTED]
08/28/2015	07:11:34	E1			SPLEVT. OVERTIME
08/28/2015	07:11:48	E1	1508280017		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St, Northridge
08/28/2015	07:11:48	E1	1508280017	TCONTROL	CODE6. Parking Lot/Struct B3, 18111 Nordhoff St, Northridge
08/28/2015	07:12:08	P62			OFF.
08/28/2015	07:13:46	P63			ADMIN. SUB-STN
08/28/2015	07:17:24	K1			CLR - on duty: [REDACTED]
08/28/2015	07:17:38	K1			ADMIN. STN
08/28/2015	07:29:03	S1			TO STN.
08/28/2015	07:42:18	P63			CLR.
08/28/2015	07:47:21	S1			Second Officer removed: 1530 - Vannoy
08/28/2015	07:47:21	P53			CLR - on duty.
08/28/2015	07:49:56	P63	1508280018		Incident initiated at Matador Statue, 18111 Nordhoff St, Northridge
08/28/2015	07:49:56	P63	1508280018	NBRHDCK	CODE6. Matador Statue, 18111 Nordhoff St, Northridge
08/28/2015	07:51:40				1621 signed off from position 32
08/28/2015	07:52:07				1621 signed on to position 32
08/28/2015	07:54:16				Same error msg 4 times in 1 minute: No Officer entered
08/28/2015	07:54:26				Same error msg 4 times in 1 minute: No Officer entered
08/28/2015	07:54:26				Same error msg 4 times in 1 minute: No Officer entered
08/28/2015	07:55:05	LB1			CLR - on duty: Csub Officer.
08/28/2015	07:55:32	C3	1508280019		Incident initiated at Darby Av/Prairie St, Northridge
08/28/2015	07:55:32	C3	1508280019	TCONTROL	CODE6. Darby Av/Prairie St, Northridge
08/28/2015	07:55:59	P53			New beat:
08/28/2015	07:56:09	P53			OFF.
08/28/2015	07:58:57	P63	1508280018	NBRHDCK	CLR.





## CSU NORTHRIDGE POLICE DEPARTMENT

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## Log Search Results

Date Between 8/28/2015 and 8/28/2015

09/21/2015

Date	Time	Unit	Inc #	Inc Type	Text
08/28/2015	07:58:58	P63	1508280018		Closed - Disposition OK
08/28/2015	08:00:22		1508280020		Incident initiated at Jacaranda Hall, 18111 Nordhoff St #1592, Northridge
08/28/2015	08:00:50	P63	1508280020INLK		DISP. Jacaranda Hall, 18111 Nordhoff St #1592, Northridge
08/28/2015	08:03:03	P63	1508280020INLK		CODE6.
08/28/2015	08:05:42				1517 signed on to position 80
08/28/2015	08:08:50	P63	1508280020		Case number 152614 assigned to 1508280020
08/28/2015	08:09:24	P63	1508280020INLK		CLR. ACCESS GRANTED
08/28/2015	08:09:25	P63	1508280020		Closed - Disposition RT
08/28/2015	08:09:28	S1			OFF.
08/28/2015	08:10:19	C3	1508280019TCONTROL		CLR.
08/28/2015	08:10:20	C3	1508280019		Closed - Disposition LN
08/28/2015	08:12:24		1508280021		Incident initiated at Parking Lot E6, 18111 Nordhoff St, Northridge 3
08/28/2015	08:13:21	C3	1508280021INMNT		DISP. Parking Lot E6, 18111 Nordhoff St, Northridge
08/28/2015	08:21:31	K1			CLR.
08/28/2015	08:23:15				1314 signed on to position 71 for Reports
08/28/2015	08:23:44				1314 signed off RIMS Reports from position 71
08/28/2015	08:28:25	C3	1508280021INMNT		CODE6.
08/28/2015	08:29:32		1508280021		C3 ADVISED SIGN POSTED STATION NOT WORKING
08/28/2015	08:31:08		1508280022		Incident initiated at Upa 16, 17950 Lassen St, Northridge 3
08/28/2015	08:39:27		1508280022		CAROL-TECH ROB ON HIS WAY NOT ON CAMPUS
08/28/2015	08:40:10		1508280022		ROBERT HOUSING ADVISED PERSON IN ELEVATOR NOT STUCK ANYMORE
08/28/2015	08:41:56		1508280022		MADE CONTACT WITH CAROL AMTEC ADVISED PERSON NOT IN ELEVATOR/ELEV WILL STILL RESPOND AND CHECK ELEV.
08/28/2015	08:42:12		1508280022INMNT		Closed - Disposition LN
08/28/2015	08:43:57	C3	1508280021INMNT		CLR.
08/28/2015	08:43:58	C3	1508280021		Closed - Disposition LN
08/28/2015	09:13:57		1508280023		Incident initiated at Sierra Hall, 18111 Nordhoff St #108, Northridge 3
08/28/2015	09:14:01	K1	1508280023FLWUP		DISP. Sierra Hall, 18111 Nordhoff St #108, Northridge
08/28/2015	09:15:30		1508280023FLWUP		Incident comments changed
08/28/2015	09:23:10		1508280024		Incident initiated at Parking Lot/Struct G3, 18111 Nordhoff St #1STFL, 3
08/28/2015	09:23:16	C3	1508280024586VEH		DISP. Parking Lot/Struct G3, 18111 Nordhoff St #1STFL, Northridge
08/28/2015	09:23:23	C3	1508280024586VEH		ENRT.
08/28/2015	09:24:52	K1	1508280023FLWUP		CODE6.
08/28/2015	09:24:55	C3	1508280024586VEH		CODE6.
08/28/2015	09:42:48	C3	1508280024586VEH		CLR.
08/28/2015	09:42:50	C3	1508280024		Closed - Disposition LN
08/28/2015	09:43:00		1508280024		ONE VEH CITED
08/28/2015	09:43:33		1508280025		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St #L5, Nor3
08/28/2015	09:43:52	C2	1508280025INMNT		DISP. Parking Lot/Struct B3, 18111 Nordhoff St #L5, Northridge
08/28/2015	09:43:55	C2	1508280025INMNT		CLR. Freed
08/28/2015	09:43:55	C2	1508280025INMNT		Incident returned to pending status
08/28/2015	09:44:02	C3	1508280025INMNT		DISP. Parking Lot/Struct B3, 18111 Nordhoff St #L5, Northridge
08/28/2015	09:44:17	C2			OFF. CORRECTION INVALID LOG ON
08/28/2015	09:46:25	P63	1508280026		Incident initiated at Bookstore Complex, 18111 Nordhoff St, Northridge 3
08/28/2015	09:46:25	P63	1508280026COMMOUT		CODE6. Bookstore Complex, 18111 Nordhoff St, Northridge



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08/28/2015	09:51:10				1518 signed on to position 54
08/28/2015	09:51:45	C3	1508280025	INMNT	CODE6.
08/28/2015	09:53:42	K1	1508280023	FLWUP	CLR. Freed
08/28/2015	09:53:42	K1	1508280023	FLWUP	Incident returned to pending status
08/28/2015	09:53:48	D2	1508280023	FLWUP	DISP. Sierra Hall, 18111 Nordhoff St #108, Northridge
08/28/2015	10:00:42	C3	1508280025	INMNT	CLR. DIS OPERATIONAL
08/28/2015	10:00:43	C3	1508280025		Closed - Disposition LN
08/28/2015	10:02:25	C3	1508280027		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St #L5, Nor3
08/28/2015	10:02:25	C3	1508280027	INKLIV	CODE6. Parking Lot/Struct B3, 18111 Nordhoff St #L5, Northridge
08/28/2015	10:02:49	D2	1508280023	FLWUP	CLR.
08/28/2015	10:02:51	D2	1508280023		Closed - Disposition LN
08/28/2015	10:06:48				1518 signed off from position 54
08/28/2015	10:13:36	C3	1508280027	INKLIV	CLR. VEH OPEN
08/28/2015	10:13:37	C3	1508280027		Closed - Disposition AS
08/28/2015	10:16:13	E1	1508280017	TCONTROL	CLR.
08/28/2015	10:16:14	E1	1508280017		Closed - Disposition OK
08/28/2015	10:16:25	E1	1508280028		Incident initiated at Prairie St/Darby Av, Northridge 3
08/28/2015	10:16:25	E1	1508280028	TCONTROL	CODE6. Prairie St/Darby Av, Northridge
08/28/2015	10:31:25	C3	1508280029		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St, Northri3
08/28/2015	10:31:25	C3	1508280029	TCONTROL	CODE6. Parking Lot/Struct B3, 18111 Nordhoff St, Northridge
08/28/2015	10:53:38	CMDR2			CLR - on duty: [REDACTED]
08/28/2015	10:53:55	CMDR2			ADMIN. HOUSING/MTG
08/28/2015	10:55:37	D2	1508280030		Incident initiated at Police Services, Dept Of, 9222 Darby Av, Northrid3
08/28/2015	10:55:37	D2	1508280030	FLWUP	CODE6. Police Services, Dept Of, 9222 Darby Av, Northridge
08/28/2015	11:03:51	C3	1508280029	TCONTROL	CLR.
08/28/2015	11:03:52	C3	1508280029		Closed - Disposition OK
08/28/2015	11:32:44				1517 signed off from position 80
08/28/2015	11:33:08	D2	1508280030	FLWUP	CLR.
08/28/2015	11:33:09	D2	1508280030		Closed - Disposition LN
08/28/2015	11:33:12	D2			OFF.
08/28/2015	11:33:20				1517 signed on to position 80
08/28/2015	11:33:33	P63	1508280026	COMMOUT	CLR.
08/28/2015	11:33:34	P63	1508280026		Closed - Disposition OK
08/28/2015	11:33:44	P63	1508280031		Incident initiated at College Court Townhomes, 18411 Plummer St, Northr3
08/28/2015	11:33:44	P63	1508280031	NBRHDCK	CODE6. College Court Townhomes, 18411 Plummer St, Northridge
08/28/2015	11:33:55				1517 signed off from position 80
08/28/2015	11:38:00	K1			TO STN.
08/28/2015	11:40:27	P63	1508280031	NBRHDCK	CLR.
08/28/2015	11:40:28	P63	1508280031		Closed - Disposition OK
08/28/2015	11:43:31	C6	1508280013	TCONTROL	CLR.
08/28/2015	11:43:32	C6	1508280013		Closed - Disposition OK
08/28/2015	11:49:49	M2			OFF.
08/28/2015	11:53:30	P63	1508280032		Incident initiated at Matador Dr/Prairie St, Northridge 3
08/28/2015	11:53:30	P63	1508280032	TRFENF	CODE6. Matador Dr/Prairie St, Northridge

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08/28/2015	11:59:48		1508280033		Incident initiated at Upa 11, 17950 Lassen St, Northridge	3
08/28/2015	12:00:01	P63	1508280032	TRFENF	CLR. Freed	
08/28/2015	12:00:01	P63	1508280032	TRFENF	Incident returned to pending status	
08/28/2015	12:00:01	P63	1508280034		Traffic Stop at Zelzah Av/Prairie St, Northridge	3
08/28/2015	12:00:01	P63	1508280034	TSTOP	CODE6. Zelzah Av/Prairie St, Northridge	
08/28/2015	12:00:52		1508280034	TSTOP	Incident comments changed	
08/28/2015	12:02:10		1508280033		pr advised veh left the area	
08/28/2015	12:02:18		1508280033	586VEH	Closed - Disposition NA	
08/28/2015	12:04:27	P63	1508280034	TSTOP	CODE4.	
08/28/2015	12:08:02	P63	1508280034	TSTOP	CLR. failure to obey posted sign.	
08/28/2015	12:08:03	P63	1508280034		Closed - Disposition WA	
08/28/2015	12:08:37		1508280035		Incident initiated at University Village Apartments, 10021 Zelzah Av, N3	
08/28/2015	12:09:01	P63	1508280035	ANIMAL	DISP. University Village Apartments, 10021 Zelzah Av, Northridge	
08/28/2015	12:09:02	K1	1508280035	ANIMAL	DISP. University Village Apartments, 10021 Zelzah Av, Northridge	
08/28/2015	12:09:02	LB1	1508280035	ANIMAL	DISP. University Village Apartments, 10021 Zelzah Av, Northridge	
08/28/2015	12:09:46		1508280035	ANIMAL	Incident comments changed	
08/28/2015	12:09:51	P63	1508280035	ANIMAL	CODE6.	
08/28/2015	12:09:53	LB1	1508280035	ANIMAL	CODE6.	
08/28/2015	12:12:47		1508280035	ANIMAL	Incident comments changed	
08/28/2015	12:16:13		1508280035		p63 request pr meet in old foot ball field/jose cano in route.	
08/28/2015	12:19:56	E1	1508280028	TCONTROL	CLR.	
08/28/2015	12:19:57	E1	1508280028		Closed - Disposition LN	
08/28/2015	12:19:59	E1			OFF.	
08/28/2015	12:27:36	P63	1508280035	ANIMAL	CODE4.	
08/28/2015	12:27:44	P63	1508280035		Case number 152615 assigned to 1508280035	
08/28/2015	12:28:33	K1	1508280035	ANIMAL	CLR. Freed	
08/28/2015	12:28:36	LB1	1508280035	ANIMAL	CODE4.	
08/28/2015	12:28:43	LB1	1508280035	ANIMAL	CLR. . Disposition GA	
08/28/2015	12:28:52	P63	1508280035	ANIMAL	CLR.	
08/28/2015	12:28:53	P63	1508280035		Closed - Disposition GA	
08/28/2015	12:30:48		1508280036		Incident initiated at Police Services, Dept Of, 9222 Darby Av, Northrid3	
08/28/2015	12:30:51	P63	1508280036	ADMN	DISP. Police Services, Dept Of, 9222 Darby Av, Northridge	
08/28/2015	12:32:47		1508280037		Incident initiated at Parking Lot/Struct B3, 18111 Nordhoff St #L4, Nor3	
08/28/2015	12:33:22	C6	1508280037	INJUMP	DISP. Parking Lot/Struct B3, 18111 Nordhoff St #L4, Northridge	
08/28/2015	12:34:05	C6	1508280037	INJUMP	CLR. Freed	
08/28/2015	12:34:05	C6	1508280037	INJUMP	Incident returned to pending status	
08/28/2015	12:34:35	C7	1508280016	TCONTROL	CLR.	
08/28/2015	12:34:36	C7	1508280016		Closed - Disposition LN	
08/28/2015	12:34:42	C8	1508280015	TCONTROL	CLR.	
08/28/2015	12:34:43	C8	1508280015		Closed - Disposition LN	
08/28/2015	12:34:59	C7			OFF. Switched Officer to unit C8	
08/28/2015	12:34:59	C8			Second Officer added: 2428 - Woodhouse	
08/28/2015	12:35:05	C8	1508280037	INJUMP	DISP. Parking Lot/Struct B3, 18111 Nordhoff St #L4, Northridge	
08/28/2015	12:39:10	P63	1508280036	ADMN	CLR.	



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08/28/2015	12:39:11	P63	1508280036		Closed - Disposition AS
08/28/2015	12:39:20	P63			RPTS. SUB-STN
08/28/2015	12:39:34	C8	1508280037	INJUMP	CODE6.
08/28/2015	12:42:23		1508280032	TRFENF	Closed - Disposition LN
08/28/2015	12:46:12	C8	1508280037	INJUMP	CLR. successful jump
08/28/2015	12:46:13	C8	1508280037		Closed - Disposition AS
08/28/2015	12:46:32	C3			OFF. Switched Officer to unit C8
08/28/2015	12:46:32	C8			Second Officer changed to 2421 - [REDACTED]
08/28/2015	13:01:59	C6			CODE7. STN
08/28/2015	13:02:23	C8			2421 removed from unit C8
08/28/2015	13:02:23	C3			CLR - on duty: [REDACTED]
08/28/2015	13:03:10	I6	1508280038		Incident initiated at Information Booth #3, 18111 Nordhoff St, Northridge
08/28/2015	13:03:10	I6	1508280038	INFO3	CODE6. Information Booth #3, 18111 Nordhoff St, Northridge
08/28/2015	13:04:05	C3			CODE7. STN
08/28/2015	13:04:10	C3			TO STN.
08/28/2015	13:04:17	C3			CODE7. HOUSING
08/28/2015	13:19:59	P63			ADMIN. TRAINING/SUBSTN
08/28/2015	13:30:05		1508280039		Incident initiated at Parking Lot/Struct B5, 18111 Nordhoff St #Lvl 2, 3
08/28/2015	13:30:35		1508280040		Incident initiated at Sierra Hall, 18111 Nordhoff St #Li, Northridge 3
08/28/2015	13:30:59	P63	1508280040	INILL	DISP. Sierra Hall, 18111 Nordhoff St #Li, Northridge
08/28/2015	13:30:59	LB1	1508280040	INILL	DISP. Sierra Hall, 18111 Nordhoff St #Li, Northridge
08/28/2015	13:32:21		1508280040		p63 code 3
08/28/2015	13:34:06		1508280040		ope 17 inc 872 lafd in route
08/28/2015	13:35:05	P63	1508280040	INILL	CODE6.
08/28/2015	13:35:19		1508280040		P63 AED FIRST AID KIT
08/28/2015	13:35:28	C3			CLR.
08/28/2015	13:35:33	C6			CLR.
08/28/2015	13:36:08	LB1	1508280040	INILL	CODE6. LIND/NORD MET LAFD
08/28/2015	13:37:23		1508280040		P63 23 YOA CONCIIOUS AND BREATHING COMPLAIN OF STOMACH PAINS
08/28/2015	13:38:51		1508280040		LB1 CODE 3 ESCORT LAFD
08/28/2015	13:39:12	K1	1508280040	INILL	DISP. Sierra Hall, 18111 Nordhoff St #Li, Northridge
08/28/2015	13:39:15	K1	1508280040	INILL	CODE6.
08/28/2015	13:40:00	LB1	1508280040	INILL	CODE6. SH WITH LAFD
08/28/2015	13:40:57		1508280040		LAFD 473
08/28/2015	13:43:35	P63	1508280040		Case number 152616 assigned to 1508280040
08/28/2015	13:48:32	K1	1508280040	INILL	ENRT. NORD/LIND RA UNIT
08/28/2015	13:50:14		1508280039		PR WILL CALL BACK WHEN DONE WITH CLASS
08/28/2015	13:50:15		1508280039	INKLIV	Closed - Disposition LN
08/28/2015	13:50:35	K1	1508280040	INILL	CODE6. SH
08/28/2015	13:50:56	LB1	1508280040	INILL	CODE6. ESCORTING LAFD RA TO SH
08/28/2015	13:51:21		1508280040		RA873 ON SCENE
08/28/2015	13:54:37		1508280041		Incident initiated at Transit Station, 18111 Nordhoff St, Northridge 3
08/28/2015	13:58:10		1508280041		OPE 129 INC 821 LAFD EN ROUTE
08/28/2015	13:58:50	K1	1508280040	INILL	CLR. . Disposition RT

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08/28/2015	13:58:50	LB1	1508280040	INILL	CLR. . Disposition RT
08/28/2015	13:58:50	P63	1508280040	INILL	CLR. F TRANSPORTED TO KAISER
08/28/2015	13:58:52	P63	1508280040		Closed - Disposition RT
08/28/2015	13:59:03	LB1	1508280041	INILL	DISP. Transit Station, 18111 Nordhoff St, Northridge
08/28/2015	13:59:03	P63	1508280041	INILL	DISP. Transit Station, 18111 Nordhoff St, Northridge
08/28/2015	13:59:03	K1	1508280041	INILL	DISP. Transit Station, 18111 Nordhoff St, Northridge
08/28/2015	14:00:14	LB1	1508280041	INILL	CODE6. DARBY/VIN
08/28/2015	14:01:52		1508280041		RA 70 ON SCENE
08/28/2015	14:01:56	K1	1508280041	INILL	CODE6.
08/28/2015	14:01:58	P63	1508280041	INILL	CODE6.
08/28/2015	14:03:44		1508280041		██████████ ON SCENE/VICTIM PPM WORKER
08/28/2015	14:05:52	K1	1508280041		Case number 152617 assigned to 1508280041
08/28/2015	14:07:17				1617 signed off from position 1
08/28/2015	14:14:40	C8			CODE7. STN
08/28/2015	14:15:14	LB1	1508280041	INILL	CLR. . Disposition RT
08/28/2015	14:15:14	P63	1508280041	INILL	CLR. . Disposition RT
08/28/2015	14:15:15	K1	1508280041	INILL	CLR. SUB REFUSE TRANSPORT
08/28/2015	14:15:16	K1	1508280041		Closed - Disposition RT
08/28/2015	14:16:12				1615 signed on to position 9
08/28/2015	14:17:42				1621 signed off from position 32
08/28/2015	14:18:11	K1	1508280042		Incident initiated at Klotz Student Health Center, 18111 Nordhoff St, N3
08/28/2015	14:18:11	K1	1508280042	ADMN	CODE6. Klotz Student Health Center, 18111 Nordhoff St, Northridge
08/28/2015	14:20:43	P63			CODE7. STATION
08/28/2015	14:21:56	LB1			OFF.
08/28/2015	14:22:13	LB1			CLR - on duty: ██████████
08/28/2015	14:26:28	K1	1508280042	ADMN	CLR.
08/28/2015	14:26:28	K1	1508280042		Closed - Disposition LN
08/28/2015	14:37:11				1615 signed on to position 32
08/28/2015	14:37:26	C6			OFF.
08/28/2015	14:38:12				1615 signed off from position 9
08/28/2015	14:45:37	C7			CLR - on duty: ██████████
08/28/2015	14:46:11	C7			ADMIN. TRASPORT K1 TO US HEALTH WORK
08/28/2015	14:46:48	K1			ADMIN. US HEALTH WORKS
08/28/2015	14:48:34	CMDR1			CLR - on duty: ██████████
08/28/2015	14:48:54	P63			RPTS. STATION
08/28/2015	15:00:12	C3			OFF.
08/28/2015	15:00:19	C8			OFF.
08/28/2015	15:07:39	C7			ENRT. NORTHRIDGE HOSPITAL
08/28/2015	15:11:56		1508280039	INKLIV	Reopened
08/28/2015	15:13:44	E2			CLR - on duty: ██████████
08/28/2015	15:13:46	E2	1508280039	INKLIV	DISP. Parking Lot/Struct B5, 18111 Nordhoff St #Lvl 2, Northridge
08/28/2015	15:13:48	E2	1508280039	INKLIV	ENRT.
08/28/2015	15:14:29	P63			CLR.
08/28/2015	15:18:56	P63	1508280043		Incident initiated at Matador Statue, 18111 Nordhoff St, Northridge 3





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08/28/2015	15:18:56	P63	1508280043	NBRHDCK	CODE6. Matador Statue, 18111 Nordhoff St, Northridge
08/28/2015	15:24:02	P63	1508280043	NBRHDCK	CLR. Freed
08/28/2015	15:24:02	P63	1508280043	NBRHDCK	Incident returned to pending status
08/28/2015	15:24:02	P63	1508280044		Traffic Stop at Lindley/Vpac, Northridge 3
08/28/2015	15:24:02		1508280044	TSTOP	Unverified location: Lindley/Vpac, Northridge
08/28/2015	15:24:02	P63	1508280044	TSTOP	CODE6. Lindley/Vpac, Northridge
08/28/2015	15:25:28		1508280044	TSTOP	Incident comments changed
08/28/2015	15:29:22	P63	1508280044	TSTOP	CODE4.
08/28/2015	15:29:52	P63	1508280044		[REDACTED] (04/13/1954) A4401977/CA added to incident
08/28/2015	15:31:26	P63	1508280044	TSTOP	CLR. warning failure to obey postes sign
08/28/2015	15:31:27	P63	1508280044		Closed - Disposition WA
08/28/2015	15:31:32	P63	1508280043	NBRHDCK	[REDACTED] 18111 Nordhoff St, Northridge
08/28/2015	15:31:32	P63	1508280043	NBRHDCK	CODE6.
08/28/2015	15:31:41	P63	1508280043	NBRHDCK	CLR.
08/28/2015	15:31:41	P63	1508280043		Closed - Disposition LN
08/28/2015	15:32:06	E2	1508280039	INKLIV	CODE6.
08/28/2015	15:32:50	E2			New beats: 1 2 3
08/28/2015	15:36:32	P63	1508280045		Traffic Stop at Zezlah/East Field, Northridge 3
08/28/2015	15:36:32		1508280045	TSTOP	Unverified location: Zezlah/East Field, Northridge
08/28/2015	15:36:32	P63	1508280045	TSTOP	CODE6. Zezlah/East Field, Northridge
08/28/2015	15:37:23		1508280045	TSTOP	Incident comments changed
08/28/2015	15:37:41	C7			ADMIN. NORTHRIDGE HOSPITAL
08/28/2015	15:37:54	K1			ADMIN. NORTHRIDGE HOSPITAL
08/28/2015	15:38:54	P63	1508280045	TSTOP	CODE4.
08/28/2015	15:39:13	LB1	1508280046		Incident initiated at Northridge Hospital Medical Cent, 18300 Roscoe Bl3
08/28/2015	15:39:13		1508280046	ADMN	Unverified location: 18300 Roscoe Blvd, Northridge
08/28/2015	15:39:13	LB1	1508280046	ADMN	CODE6. Northridge Hospital Medical Cent, 18300 Roscoe Blvd, Northridge
08/28/2015	15:39:16	LB1	1508280046	ADMN	ENRT.
08/28/2015	15:40:31	P63	1508280045		[REDACTED] (04/28/1960) N6337862/CA added to incident
08/28/2015	15:40:45	P63	1508280045	TSTOP	CLR. warning failure to obey posted sign
08/28/2015	15:40:45	P63	1508280045		Closed - Disposition WA
08/28/2015	15:41:18	C4			CLR - on duty Beats: 2: [REDACTED]
08/28/2015	15:46:29	LB1	1508280046	ADMN	CODE6.
08/28/2015	15:47:39	E2	1508280039	INKLIV	CLR. unable to assist PR will contact other services
08/28/2015	15:47:39	E2	1508280039		Closed - Disposition AS
08/28/2015	15:52:02		1508280047		Incident initiated at Parking Lot/Struct G3, 18111 Nordhoff St, Northri3
08/28/2015	15:52:19		1508280047		call given to PPM reference # 109291 [REDACTED]
08/28/2015	15:52:20		1508280047	INMNT	Closed - Disposition OA
08/28/2015	15:56:36	LB1	1508280046	ADMN	CLR.
08/28/2015	15:56:36	LB1	1508280046		Closed - Disposition LN
08/28/2015	15:56:39	C7			CLR.
08/28/2015	15:58:42	C7			New beats: 1 2 3
08/28/2015	16:09:55	P63	1508280048		Incident initiated at University Corporation-Owned Bui, 9324 Reseda Bl,3
08/28/2015	16:09:55	P63	1508280048	NBRHDCK	CODE6. University Corporation-Owned Bui, 9324 Reseda Bl, Northridge

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08/28/2015	16:18:04	E2	1508280049		Incident initiated at Parking Lot F2, 18111 Nordhoff St, Northridge 3
08/28/2015	16:18:04	E2	1508280049	CITASST	CODE6. Parking Lot F2, 18111 Nordhoff St, Northridge
08/28/2015	16:21:21		1508280048		P63 is advised the temporary fence around location is damaged
08/28/2015	16:21:27	P63	1508280048		Case number 152618 assigned to 1508280048
08/28/2015	16:23:15		1508280049		AAA on scene
08/28/2015	16:26:35	P63	1508280048	NBRHDCK	CLR.
08/28/2015	16:26:35	P63	1508280048		Closed - Disposition RT
08/28/2015	16:34:50	E2	1508280049	CITASST	CLR.
08/28/2015	16:34:50	E2	1508280049		Closed - Disposition AS
08/28/2015	16:36:11		1508280050		Incident initiated at Police Services, Dept Of, 9222 Darby Av, Northrid3
08/28/2015	16:36:16	P63	1508280050	ININFO	DISP. Police Services, Dept Of, 9222 Darby Av, Northridge
08/28/2015	16:36:16	P63	1508280050	ININFO	CODE6.
08/28/2015	16:49:54				1611 signed off from position 7
08/28/2015	17:06:01	CMDR2			OFF.
08/28/2015	17:11:56	E2			961DTL.
08/28/2015	17:11:58	C7			961DTL.
08/28/2015	17:12:21	P63	1508280050		Case number 152619 assigned to 1508280050
08/28/2015	17:14:30	P63	1508280050	ININFO	CLR.
08/28/2015	17:14:31	P63	1508280050		Closed - Disposition RT
08/28/2015	17:16:33		1508280051		Incident initiated at Police Services, Dept Of, 9222 Darby Av, Northrid3
08/28/2015	17:17:30	E2			CLR.
08/28/2015	17:20:07		1508280052		Incident initiated at Bookstore Complex, 18111 Nordhoff St, Northridge 3
08/28/2015	17:20:49	P63	1508280052	THEFT	DISP. Bookstore Complex, 18111 Nordhoff St, Northridge
08/28/2015	17:20:49	LB1	1508280052	THEFT	DISP. Bookstore Complex, 18111 Nordhoff St, Northridge
08/28/2015	17:20:54	LB1	1508280052	THEFT	ENRT.
08/28/2015	17:20:54	P63	1508280052	THEFT	ENRT.
08/28/2015	17:23:06	LB1	1508280052	THEFT	CODE6.
08/28/2015	17:23:34	P63	1508280052	THEFT	CODE6.
08/28/2015	17:28:20	LB1	1508280052	THEFT	CODE4.
08/28/2015	17:28:20	P63	1508280052	THEFT	CODE4.
08/28/2015	17:30:56		1508280051		P63 aware of call// telephonic report
08/28/2015	17:31:02	P63	1508280052		Case number 152620 assigned to 1508280052
08/28/2015	17:32:00	E2			ADMIN. BREAK STATION
08/28/2015	17:33:02		1508280053		Incident initiated at Delmar T Oviatt Library, 18111 Nordhoff St #Ov, N3
08/28/2015	17:37:03	P63	1508280052	THEFT	CLR. no crime . Disposition RT
08/28/2015	17:37:07	LB1	1508280052	THEFT	CLR.
08/28/2015	17:37:09	LB1	1508280052		Closed - Disposition RT
08/28/2015	17:37:44	L1			CLR - on duty: [REDACTED]
08/28/2015	17:37:50	P63	1508280053	INALM	DISP. Delmar T Oviatt Library, 18111 Nordhoff St #Ov, Northridge
08/28/2015	17:37:50	P63	1508280053	INALM	CODE6.
08/28/2015	17:38:05	L1	1508280053	INALM	DISP. Delmar T Oviatt Library, 18111 Nordhoff St #Ov, Northridge
08/28/2015	17:38:08	L1	1508280053	INALM	ENRT.
08/28/2015	17:40:01	LB1			ADMIN. STATION MEET CMDR1
08/28/2015	17:40:52		1508280053		making entry



## Log Search Results

Date Between 8/28/2015 and 8/28/2015

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Date	Time	Unit	Inc #	Inc Type	Text
08/28/2015	17:42:20	L1	1508280053	INALM	CODE6.
08/28/2015	17:42:49		1508280053		C6 on 1 main level
08/28/2015	17:43:05	P63	1508280053	INALM	CODE4.
08/28/2015	17:43:13	C7			CLR.
08/28/2015	17:46:35	E2			CLR.
08/28/2015	17:50:32	P63	1508280053		Case number 152621 assigned to 1508280053
08/28/2015	17:51:03	P63	1508280053	INALM	CLR. no sign of 459 employees only. Disposition RT
08/28/2015	17:51:07	L1	1508280053	INALM	CLR.
08/28/2015	17:51:07	L1	1508280053		Closed - Disposition RT
08/28/2015	17:54:16	P63			RPTS. STATION
08/28/2015	17:57:46				1503 signed on to position 31
08/28/2015	18:00:45		1508280054		Incident initiated at Police Services, Dept Of, 9222 Darby Av, Northrid3
08/28/2015	18:00:49	P63	1508280054	ININFO	DISP. Police Services, Dept Of, 9222 Darby Av, Northridge
08/28/2015	18:00:49	P63	1508280054	ININFO	CODE6.
08/28/2015	18:03:37	P63	1508280054	ININFO	CLR. info only
08/28/2015	18:03:39	P63	1508280054		Closed - Disposition AS
08/28/2015	18:03:45	P63			RPTS. STATION
08/28/2015	18:05:11		1508280051		per P63 advised A1 advised P62 will handle at 1900
08/28/2015	18:05:40	CMDR1			OFF.
08/28/2015	18:06:23				1503 signed off from position 31
08/28/2015	18:10:53	A1			CLR - on duty Beats: 1,2,3: [REDACTED]
08/28/2015	18:11:01	A1			ADMIN. STATION
08/28/2015	18:11:33	B1			CLR - on duty Beats: UPA: [REDACTED]
08/28/2015	18:11:43	LB1			CLR.
08/28/2015	18:11:45	LB1			OFF.
08/28/2015	18:11:55	C1	1508280012	INFO2	CLR.
08/28/2015	18:11:55	C1	1508280012		Closed - Disposition LN
08/28/2015	18:11:57	C1			OFF.
08/28/2015	18:17:56		1508280055		Incident initiated at Chaparral Hall, 18111 Nordhoff St, Northridge 3
08/28/2015	18:19:21	B1	1508280055	INSUSC	DISP. Chaparral Hall, 18111 Nordhoff St, Northridge
08/28/2015	18:19:28	B1	1508280055	INSUSC	ENRT.
08/28/2015	18:21:03	A1	1508280051	594 PC	DISP. Police Services, Dept Of, 9222 Darby Av, Northridge
08/28/2015	18:21:03	A1	1508280051	594 PC	CODE6.
08/28/2015	18:21:48		1508280055	INSUSC	Incident comments changed
08/28/2015	18:22:37				Unverified location for case 152618: 9324 Reseda Boulevard, Los Angeles
08/28/2015	18:23:09	B1	1508280055	INSUSC	CODE6.
08/28/2015	18:25:43	B1	1508280055	INSUSC	CODE4.
08/28/2015	18:28:18		1508280055		B1 poss tools left by PPM C4
08/28/2015	18:28:26		1508280055		B1 is enroute to PPM to check if he can return items.
08/28/2015	18:29:03		1508280051		A1 left msg for PR
08/28/2015	18:29:06	A1	1508280051	594 PC	CLR. Freed
08/28/2015	18:29:06	A1	1508280051	594 PC	Incident returned to pending status
08/28/2015	18:29:19				1453 signed on to position 32
08/28/2015	18:30:24	B1	1508280055	INSUSC	CODE6. PPM



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Date Between 8/28/2015 and 8/28/2015

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Date	Time	Unit	Inc #	Inc Type	Text	
08/28/2015	18:34:29				1509 signed on to position 9	
08/28/2015	18:35:05		1508280055		B1 advised he left msg for PPM will hold on to tools until call back. might be able to leave at the plumbing dept.	
08/28/2015	18:42:50				1503 signed on to position 56	
08/28/2015	18:43:51				1503 signed off from position 56	
08/28/2015	18:50:57	B1	1508280055	INSUSC	CLR.	
08/28/2015	18:50:58	B1	1508280055		Closed - Disposition AS	
08/28/2015	18:51:05	B1	1508280056		Incident initiated at Upa 6, 17950 Lassen St, Northridge	3
08/28/2015	18:51:05	B1	1508280056	ADMN	CODE6. Upa 6, 17950 Lassen St, Northridge	
08/28/2015	18:51:10		1508280056	ADMN	Incident comments changed	
08/28/2015	18:52:11				1536 signed on to position 72	
08/28/2015	18:57:36				1517 signed on to position 84	
08/28/2015	19:01:50	P63			OFF.	
08/28/2015	19:03:30				1517 signed off from position 84	
08/28/2015	19:04:12	K1			OFF.	
08/28/2015	19:05:53				1509 signed on to position 9	
08/28/2015	19:13:08	P62			CLR - on duty Beats: 2: [REDACTED]	
08/28/2015	19:24:52	A1	1508280051	594 PC	DISP. Police Services, Dept Of, 9222 Darby Av, Northridge	
08/28/2015	19:25:00	A1	1508280051	594 PC	CODE6.	
08/28/2015	19:25:59	A1	1508280051	594 PC	CLR.	
08/28/2015	19:26:01	A1	1508280051		Closed - Disposition LN	
08/28/2015	19:31:26	P62	1508280057		Incident initiated at Soccer Field, 18111 Nordhoff St, Northridge	3
08/28/2015	19:31:26	P62	1508280057	COMMOUT	CODE6. Soccer Field, 18111 Nordhoff St, Northridge	
08/28/2015	19:31:55	B1	1508280056	ADMN	CLR.	
08/28/2015	19:31:57	B1	1508280056		Closed - Disposition LN	
08/28/2015	19:34:58	I2	1508280014	INFO1	CLR.	
08/28/2015	19:34:59	I2	1508280014		Closed - Disposition OL	
08/28/2015	19:35:18	I2			OFF.	
08/28/2015	19:58:26				1509 signed off from position 9	
08/28/2015	19:58:31	C7			CODE7. [REDACTED]	
08/28/2015	20:04:13		1508280058		Incident initiated at Upa 5, 17950 Lassen St #210, Northridge	3
08/28/2015	20:04:24		1508280058		call given to [REDACTED] on duty RA	
08/28/2015	20:04:25		1508280058	INLK	Closed - Disposition OA	
08/28/2015	20:14:45		1508280058	INLK	Location changed from Upa 5, 17950 Lassen St #210, Northridge	
08/28/2015	20:14:45		1508280058	INLK	to Upa 5, 17950 Lassen St #310, Northridge	
08/28/2015	20:17:24	B1	1508280059		Incident initiated at Upa 12, 17950 Lassen St, Northridge	3
08/28/2015	20:17:24	B1	1508280059	COMMOUT	CODE6. Upa 12, 17950 Lassen St, Northridge	
08/28/2015	20:23:57	C4			CODE7. STATION	
08/28/2015	20:29:00	C7			CLR.	
08/28/2015	20:34:42		1508280060		Incident initiated at Upa 10, 17950 Lassen St #205, Northridge	3
08/28/2015	20:35:00	B1	1508280059	COMMOUT	CLR.	
08/28/2015	20:35:00	B1	1508280059		Closed - Disposition LN	
08/28/2015	20:35:02	B1	1508280060	INALM	DISP. Upa 10, 17950 Lassen St #205, Northridge	
08/28/2015	20:35:04	B1	1508280060	INALM	ENRT.	
08/28/2015	20:35:21	P62	1508280057	COMMOUT	CLR.	



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Date Between 8/28/2015 and 8/28/2015

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Date	Time	Unit	Inc #	Inc Type	Text	
08/28/2015	20:35:21	P62	1508280057		Closed - Disposition LN	
08/28/2015	20:35:27	A1	1508280060	INALM	DISP. Upa 10, 17950 Lassen St #205, Northridge	
08/28/2015	20:35:29	A1	1508280060	INALM	ENRT.	
08/28/2015	20:37:43	B1	1508280060	INALM	CODE6.	
08/28/2015	20:38:22	A1	1508280060	INALM	CODE6.	
08/28/2015	20:39:40		1508280061		Incident initiated at Upa 21, 17950 Lassen St, Northridge	3
08/28/2015	20:44:15		1508280060		no answer no sign of smoke or fire	
08/28/2015	20:44:35		1508280060		req RA to respond [REDACTED] UPA 11	
08/28/2015	20:44:41	B1	1508280060		Case number 152622 assigned to 1508280060	
08/28/2015	20:46:12		1508280062		Incident initiated at Upa 10, 17950 Lassen St, Northridge	3
08/28/2015	20:48:59		1508280062		<small>It is intended to notify on duty PDI units with Regat for status updates are allowed to RDC with cell phone only. no lightbar that allow of PDI to open with contact RAN, and have them respond to</small>	
08/28/2015	20:48:59		1508280062		advised residents.	
08/28/2015	20:50:03		1508280062	COMP	Closed - Disposition LN	
08/28/2015	20:50:50		1508280057	COMMOUT	Reopened	
08/28/2015	20:50:54	P62	1508280057	COMMOUT	DISP. Soccer Field, 18111 Nordhoff St, Northridge	
08/28/2015	20:50:54	P62	1508280057	COMMOUT	CODE6.	
08/28/2015	20:51:53	A1	1508280060	INALM	CODE4. -	
08/28/2015	20:51:53	B1	1508280060	INALM	CODE4.	
08/28/2015	20:52:13	C4			CLR.	
08/28/2015	20:54:21		1508280060		no smoke or burnt food. smoke from BBQ downstairs smoke went inside open slider door	
08/28/2015	20:56:26	A1	1508280060	INALM	CLR. . Disposition OK	
08/28/2015	20:56:26	B1	1508280060	INALM	CLR.	
08/28/2015	20:56:26	B1	1508280060		Closed - Disposition OK	
08/28/2015	20:56:30	B1	1508280061	DISTCSUN	DISP. Upa 21, 17950 Lassen St, Northridge	
08/28/2015	20:56:30	B1	1508280061	DISTCSUN	CODE6.	
08/28/2015	20:57:49	A1	1508280061	DISTCSUN	DISP. Upa 21, 17950 Lassen St, Northridge	
08/28/2015	20:57:49	A1	1508280061	DISTCSUN	CODE6.	
08/28/2015	21:00:58	P62	1508280057	COMMOUT	CLR.	
08/28/2015	21:00:59	P62	1508280057		Closed - Disposition LN	
08/28/2015	21:02:09		1508280062	COMP	Incident comments changed	
08/28/2015	21:05:54	C4			961DTL.	
08/28/2015	21:05:56	E2			961DTL.	
08/28/2015	21:07:22	A1	1508280061		Case number 152623 assigned to 1508280061	
08/28/2015	21:08:56	B1	1508280061	DISTCSUN	ENRT. W1F TO UPA 13 POOL AREA	
08/28/2015	21:09:23	A1	1508280061	DISTCSUN	CLR.	
08/28/2015	21:12:48	B1	1508280061	DISTCSUN	CODE6.	
08/28/2015	21:18:06				1503 signed on to position 56	
08/28/2015	21:20:26		1508280063		Incident initiated at Parking Lot/Struct G3, 18111 Nordhoff St #LEVEL2,3	
08/28/2015	21:21:00	C7	1508280063	INKLIV	DISP. Parking Lot/Struct G3, 18111 Nordhoff St #LEVEL2, Northridge	
08/28/2015	21:21:01	C7	1508280063	INKLIV	ENRT.	
08/28/2015	21:27:26	P62	1508280064		Incident initiated at Lindley Av/Vincennes St, Northridge	3
08/28/2015	21:27:26	P62	1508280064	TRFENF	CODE6. Lindley Av/Vincennes St, Northridge	
08/28/2015	21:29:26	C7	1508280063	INKLIV	CODE6.	
08/28/2015	21:41:39		1508280065		Incident initiated at Upa 18, 17950 Lassen St, Northridge	3

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**Log Search Results****Date Between 8/28/2015 and 8/28/2015**

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Date	Time	Unit	Inc #	Inc Type	Text	
08/28/2015	21:41:46	A1	1508280066		Incident initiated at University House, 18946 Tuba St, Northridge	3
08/28/2015	21:41:46	A1	1508280066NBRHDCK		CODE6. University House, 18946 Tuba St, Northridge	
08/28/2015	21:42:32	B1	1508280061	DISTCSUN	CLR.	
08/28/2015	21:42:32	B1	1508280061		Closed - Disposition AS	
08/28/2015	21:42:34	B1	1508280065	ESCORT	DISP. Upa 18, 17950 Lassen St, Northridge	
08/28/2015	21:42:36	B1	1508280065	ESCORT	ENRT.	
08/28/2015	21:43:51	C7	1508280063	INKLIV	CLR.	
08/28/2015	21:43:52	C7	1508280063		Closed - Disposition AS	
08/28/2015	21:43:58		1508280063		veh opened	
08/28/2015	21:50:05	A1	1508280066NBRHDCK		CLR.	
08/28/2015	21:50:06	A1	1508280066		Closed - Disposition OK	
08/28/2015	21:50:13	B1	1508280065	ESCORT	CODE6.	
08/28/2015	21:53:11	B1	1508280065	ESCORT	ENRT. W1F ON FOOT TO SRC	
08/28/2015	21:58:09				1615 signed off from position 32	
08/28/2015	22:03:30				1609 signed on to position 32	
08/28/2015	22:06:25	B1	1508280065	ESCORT	CODE6.	
08/28/2015	22:06:29	B1	1508280065	ESCORT	CLR.	
08/28/2015	22:06:30	B1	1508280065		Closed - Disposition AS	
08/28/2015	22:30:18	C4			OFF.	
08/28/2015	22:40:47	P62	1508280064	TRFENF	CLR.	
08/28/2015	22:40:48	P62	1508280064		Closed - Disposition OK	
08/28/2015	22:44:39	I6	1508280038	INFO3	CLR.	
08/28/2015	22:44:40	I6	1508280038		Closed - Disposition OK	
08/28/2015	22:44:44	I6			OFF.	
08/28/2015	22:44:53	I4	1508280011	INFO3	CLR.	
08/28/2015	22:44:54	I4	1508280011		Closed - Disposition OK	
08/28/2015	22:51:28		1508280067		Incident initiated at Upa 10, 17950 Lassen St #105, Northridge	3
08/28/2015	22:51:35	B1	1508280067	DISTCSUN	DISP. Upa 10, 17950 Lassen St #105, Northridge	
08/28/2015	22:51:36	P62	1508280067	DISTCSUN	DISP. Upa 10, 17950 Lassen St #105, Northridge	
08/28/2015	22:51:41	P62	1508280067	DISTCSUN	ENRT.	
08/28/2015	22:51:45	B1	1508280067	DISTCSUN	ENRT.	
08/28/2015	22:54:21	B1	1508280067	DISTCSUN	CODE6.	
08/28/2015	22:55:53	P62	1508280067	DISTCSUN	CODE6.	
08/28/2015	22:59:28	A1	1508280067	DISTCSUN	DISP. Upa 10, 17950 Lassen St #105, Northridge	
08/28/2015	22:59:33	A1	1508280067	DISTCSUN	CODE6.	
08/28/2015	23:01:06	E2			OFF.	
08/28/2015	23:01:09	I4			OFF.	
08/28/2015	23:02:52	B1			3rd party call / already dealt with earlier	
08/28/2015	23:02:52	A1	1508280067	DISTCSUN	CODE4. 3rd party call / already dealt with earlier	
08/28/2015	23:02:52	B1	1508280067	DISTCSUN	CODE4. 3rd party call / already dealt with earlier	
08/28/2015	23:02:52	P62	1508280067	DISTCSUN	CODE4. 3rd party call / already dealt with earlier	
08/28/2015	23:12:43	A1	1508280067	DISTCSUN	CLR. . Disposition OK	
08/28/2015	23:12:43	P62	1508280067	DISTCSUN	CLR. . Disposition OK	
08/28/2015	23:12:43	B1	1508280067	DISTCSUN	CLR.	

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**Log Search Results**  
**Date Between 8/28/2015 and 8/28/2015**

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Date	Time	Unit	Inc #	Inc Type	Text
08/28/2015	23:12:45	B1	1508280067		Closed - Disposition OK
08/28/2015	23:12:54	P62	1508280068		Incident initiated at University House, 18946 Tuba St, Northridge 3
08/28/2015	23:12:54	P62	1508280068NBRHDCK		CODE6. University House, 18946 Tuba St, Northridge
08/28/2015	23:17:58	P62	1508280068NBRHDCK		CLR.
08/28/2015	23:17:58	P62	1508280068		Closed - Disposition OK
08/28/2015	23:22:05	C7			OFF.
08/28/2015	23:47:49	P62	1508280069		Incident initiated at Jerome Richfield Hall, 18111 Nordhoff St, Northridge
08/28/2015	23:47:49	P62	1508280069FTPTL		CODE6. Jerome Richfield Hall, 18111 Nordhoff St, Northridge
08/28/2015	23:52:28		1508280070		Incident initiated at Lambda Chi Alpha Fraternity (Beta Rho), 9963 Lind3
08/28/2015	23:52:46	A1	1508280070DISTCSUN		DISP. Lambda Chi Alpha Fraternity (Beta Rho), 9963 Lindley Av, Northridge
08/28/2015	23:52:55	P62	1508280069FTPTL		CLR.
08/28/2015	23:52:56	P62	1508280069		Closed - Disposition OK
08/28/2015	23:53:11	P62	1508280070DISTCSUN		DISP. Lambda Chi Alpha Fraternity (Beta Rho), 9963 Lindley Av, Northridge
08/28/2015	23:53:18	P62	1508280070DISTCSUN		ENRT.
08/28/2015	23:53:22	A1	1508280070DISTCSUN		ENRT.
08/28/2015	23:55:21		1508280070DISTCSUN		Incident comments changed
08/28/2015	23:56:29	A1	1508280070DISTCSUN		CODE6.
08/28/2015	23:56:29	P62	1508280070DISTCSUN		CODE6.

**3**



SHOP # 491	SOW Miles	20183	TOTAL MILES 3
	EOW Miles	20186	

Shift Synopsis:

I WENT EOW AT 0600 HOURS, AND CPL. FERNENT) TOOK  
OVER THE WATCH.

DISPATCHER ONE: ELIAS SOW 0600 EOW 1400

1) BREAK TIME OUT: skt TIME IN:  
2) LUNCH TIME OUT: skt TIME IN:  
3) BREAK TIME OUT: skt TIME IN:  
4) BREAK TIME OUT: skt TIME IN:

DISPATCHER TWO: SOW EOW

1) BREAK TIME OUT: TIME IN:  
2) LUNCH TIME OUT: TIME IN:  
3) BREAK TIME OUT: TIME IN:  
4) BREAK TIME OUT: TIME IN:

SUPERVISOR'S INITIALS

NY

COMMANDER'S INITIALS

WAK



# CALIFORNIA STATE UNIVERSITY, NORTHRIDGE POLICE DEPARTMENT

## OFFICER DAILY LOG

OFFICER(S)	<div style="background-color: black; width: 100px; height: 20px;"></div>	BEAT(S)	1, 3	DATE	08/28/2015	DAY	Friday
------------	--	---------	------	------	------------	-----	--------

SHOP	# 492	EOW Miles 17,080.0	TOTAL MILES 19.0
		SOW Miles 17,061.0	

Daily Vehicle Inspection Report			
	Yes	No/BO	
Tires	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blanket
Lighting Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water
Radio / P.A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bio-Hazard Bag
AED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I/C Vest
First Aid Kit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Teddy Bear
Active Shooter F.A. K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chalk
Fire Extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICP Flag
Bullhorn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mobile Command board
Caution Tape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear passenger door locks/windows
Roll-a-Tape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TASER Inspection / Spark Test (Unit # 27)
Flares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Comments/Notes:
-----------------

#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			O B S	R A D			
1	0700	0710	<input type="checkbox"/>	<input type="checkbox"/>	SOW	Station	10a
ACTIVITY/DISPO SOW							
2	0720	0740	<input type="checkbox"/>	<input type="checkbox"/>	Admin	Substation	10a
ACTIVITY/DISPO Admin							
3	0750	0800	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood check	Matador statue	7
ACTIVITY/DISPO Code 4							
4	0803	0815	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152614	Jacaranda 1592	1
ACTIVITY/DISPO Room access							
5	0845	0945	<input type="checkbox"/>	<input type="checkbox"/>	Reports	Station	10a
ACTIVITY/DISPO Reports							
6	1055	1100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community outreach	Bookstore	11
ACTIVITY/DISPO 8 contacts							
7	1133	1140	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood check	College court	7
ACTIVITY/DISPO Code 4							
8	1153	1208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic safety	Matador rd/ prairie	2
ACTIVITY/DISPO WA: 21651(a) vc							
9	1210	1230	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152615	G12	1
ACTIVITY/DISPO Coyotes running in the area, code 4 GOA							
10	1240	1315	<input type="checkbox"/>	<input type="checkbox"/>	Reports	Substation	10a
ACTIVITY/DISPO Reports							



#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			O B S	R A D			
ACTIVITY/DISPO							
11	1335	1400	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152616	Station	1
ACTIVITY/DISPO Injury/ illness							
12	1400	1420	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ofc. Assist	Transit center	10b
ACTIVITY/DISPO Injury/ illness							
13	1420	1450	<input type="checkbox"/>	<input type="checkbox"/>	Code 7	Station	10f
ACTIVITY/DISPO Code 7							
14	1520	1525	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood check	Matador statue	7
ACTIVITY/DISPO Code 4							
15	1525	1545	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic safety	Zelzah/ Vincennes	2
ACTIVITY/DISPO 2 warned for 21461(a) vc							
16	1609	1630	<input checked="" type="checkbox"/>	<input type="checkbox"/>	152618	9324 reseda	1
ACTIVITY/DISPO Traffic collision state property involved							
17	1636	1650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152619	Station	1
ACTIVITY/DISPO Request for info/ unable to provide personal info							
18	1720	1735	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152620	Bookstore	1
ACTIVITY/DISPO Attempt theft/ no crime							
19	1735	1755	<input type="checkbox"/>	<input checked="" type="checkbox"/>	152621	Oviatt	6d
ACTIVITY/DISPO Code 30/ no sign of crime							
20	1800	1900	<input type="checkbox"/>	<input type="checkbox"/>	Reports	Station	10a
ACTIVITY/DISPO Admin/EOW							
21			<input type="checkbox"/>	<input type="checkbox"/>			
ACTIVITY/DISPO							
22			<input type="checkbox"/>	<input type="checkbox"/>			
ACTIVITY/DISPO							

#### Daily Activity Report

<b>1. Reports</b> <u>6</u> <b>2. Traffic Safety</b> <u>2</u> <b>3. Parking Enforcement</b> <u>      </u> <b>4. Susp. Person/Veh.</b> <u>      </u> <b>5. Arrests</b> <u>      </u> <b>6. Alarms</b> <u>1</u> a) 911 <u>      </u> b) Blue Lights <u>      </u> c) Elevators <u>      </u> d) C-30s <u>1</u> e) Fire <u>      </u>	<b>7. Neighborhood Checks</b> <u>3</u> <b>8. Foot Patrols</b> <u>      </u> <b>9. Citizen / Motorist Assist</b> <u>      </u> a) Room Access/ Secure <u>      </u> b) Other <u>      </u> <b>10. Activity</b> <u>7</u> a) Admin <u>5</u> b) Officer Assist/Back-up <u>1</u> c) 961s <u>      </u> d) Training <u>      </u> e) Follow-up Investigation <u>      </u> f) Other <u>1</u> <b>11. Community Outreach</b> Contacts: <u>8</u> Total Time: <u>65</u>
Cited: <u>0</u> Warned: <u>3</u> Total Time: <u>35</u> Cited: <u>      </u> Warned: <u>      </u> Total Time: <u>      </u>	

Officer Signature

Supervisor Signature

# PATROL SCHEDULE - AUGUST 2015

Patrol	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAY 0600-1800	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
	X	V	V	V	X	X	X	X	Z				XT	X	X				X	X	X	X	Z				X	X			
	X	LD	LD	LD	X	X	X	X	LD	LD	LD	LD	XT	X	X	V	V	V	X	X	X	X	V	VZ	V	X	X	X	X		
	X				X	X	X	X					X	X	X				X	X	X	X				X	X	X			
		X	X	X	C	C	C	CZ	X	X	X	X			C	C	X	X	X			Z	X	X	X	X				X	X
POWER 1400-0200	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
	X	V	V	V	X	X	X	X	Z				XT	X	X	C	V	V	X	X	X	X	Z				X	X			
	X				X	X	X	X		Z		C	XT	X	X				X	X	X	X	Z				X	X			
NIGHT 1800-0600	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
	X	V	V	V	X	X	X	X	Z				XT	X	X	X			X	X	X	X	Z				X	X			
	X				X	X	X	X					XT	X	X				X	X	X	X	Z				X	X			
	X				X	X	X	X					XT	X	X				X	X	X	X	Z				X	X			
	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	L	L	L	X	X	L	L	L	L	X	X		
OPEN		X	X	X				Z	X	X	X					X	X	X													
HOUSING 1800-0400	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
		X	X	X					X	X	X					X	X	X					X	X	X	X				X	X
	C	X	X	X	T			C	X	X	X					X	X	X					X	X	X	X		V	X	X	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
	X	X						X	X						X	X	X					X	X					X	X		
ADMIN. (5/8)	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
OPEN	X	X						X	X						X	X	X					X	X					X	X		
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
		X	X	X					X	X						X	X	X					X	X				X	X		
		X	X	X					X	X						X	X	X					X	X				X	X		
	X		T	T	T	XT	X	X					XT	X	X					T	T		X	X							

NOTE: ALL SWORN, PLEASE REVIEW THIS SCHEDULE CAREFULLY.

## Shift times

A=0600-1800  
B=1800-0600  
A2=0700-1900  
B2=1900-0700  
B3=1800-0400  
8A=0600-1400  
8B=1030-1830  
8C=0800-1600  
8D=0600-1600  
8E=0700-1900

August 3-6, Violent Crime Seminar - UCLA (Lino)

August 10-12, SFST - Fullerton - (Reyes, Rosas)

August 12-13 - JDC Training Star Center (Carrillo, Higgins)

August 13- Leadership Team Meeting 1500 hrs

August 14- Behind Closed Doors Training -UPA Housing (Kennedy, Vargas)

August 17 - Sexual Assault Response - Long Beach ( Higgins, Carrillo)

Augusts 17-18 - Less Lethal Course - San Jose ( Kennedy, Vargas) travel day on 8-16

August 20 - Range Day - Angeles ( Kennedy, Vargas, Archer, Lino, Dunwoody, Carrillo)

August 24-31 - First week of school.

REVISED: 08/14/15 MAB

C=Comp. Time Off

H=Holiday

T=Training

V=Vacation

PH = Personal holiday

LD= "light duty"

X = Regular day off

XT=Training on day off

XH= Holiday on RDO

Z= 12 hour shift on payback day

ZV=day off on "Z" day

ZT=training on "Z" day

L = Leave

U- Union rep meeting

R=RAD

4



**VanScoy, Scott G**

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**From:** [REDACTED]  
**Sent:** Thursday, September 24, 2015 4:24 PM  
**To:** [REDACTED]  
**Subject:** FW: Friday, August 28, 2015 - Traffic Control

Deployment for Traffic Control.



[www.csun.edu/police](http://www.csun.edu/police)

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AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY

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**From:** [REDACTED]  
**Sent:** Thursday, September 24, 2015 4:21 PM  
**To:** [REDACTED]  
**Subject:** FW: Friday, August 28, 2015 - Traffic Control

FYI

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**From:** [REDACTED]  
**Sent:** Thursday, August 27, 2015 3:42 PM  
**To:** [REDACTED]  
**Subject:** FW: Friday, August 28, 2015 - Traffic Control

---

**From:** [REDACTED]  
**Sent:** Thursday, August 27, 2015 6:54 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Friday, August 28, 2015 - Traffic Control

FYI: [REDACTED], I've included [REDACTED] in Friday's deployment and caught the two names that were doubled-up,...see below for new deployment for Friday, 08/28/15,...

Frank

---

**From:** [REDACTED]  
**Sent:** Wednesday, August 26, 2015 1:55 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Friday, August 28, 2015 - Traffic Control

I confirmed with DOT and they should have the extra bodies we asked for. Unless something changes, see below for Friday, deployment.

Deployment Schedule  
Friday, August 28, 2015, 2015

Police & Parking

1.	██████████	CMDR1	Incident Commander
2.	██████████	M2	Response - Motor
3.	DOT	#1	DOT Supervisor
4.	DOT	#2	Darby & Nordhoff (This spot maybe light, you may be able to release this DOT officer and use at another location)
5.	DOT	#3	Darby & Dearborn
6.	DOT	#4	Darby & Prairie
7.	DOT	#5	Darby & Prairie
8.	Seko	C4	B-3 Interior
9.	DOT	#6	B-3 & Prairie
10.	DOT	#7	Darby & Plummer
11.	DOT	#8	Darby & Vincennes
12.	██████████	E1	Prairie & G-3 North Side
13.	██████████	C8	Prairie & G-3 North Side
14.	██████████	K1	Prairie & G3 North Side
15.	DOT	#9	Matador & Prairie

---

**Patrol Operations:**

1.	██████████	S1	Patrol Supervisor (Assist with monitoring traffic control)
2.	██████████	P63	Patrol Operations
3.	██████████	LB1	Patrol Operations

**Parking Operations:**

1.	██████████	C3	PEO operations
----	------------	----	----------------

\*Parking 961 (0645) Astrid

\*Book Store Coverage M-Thu (11-1700)



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**Gudani, Francisco C**

---

**From:** [REDACTED]  
**Sent:** Thursday, August 27, 2015 6:55 AM  
**To:** Flores, Douglas  
**Cc:** [REDACTED]  
**Subject:** FW: Friday, August 28, 2015 - Traffic Control

Doug,

Please assist in monitoring Traffic Control. I'll get with you today and give you some info.

Thank You,



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**From:** [REDACTED]  
**Sent:** Wednesday, August 26, 2015 1:55 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Friday, August 28, 2015 - Traffic Control



I confirmed with DOT and they should have the extra bodies we asked for. Unless something changes, see below for Friday, deployment.

Deployment Schedule  
 Friday, August 28, 2015, 2015

Police & Parking

- |               |                |                    |
|---------------|----------------|--------------------|
| 1. [REDACTED] | CMDR1          | Incident Commander |
| 2. [REDACTED] | M2 (0630-1430) | Response - Motor   |
| 3. DOT        | #1             | DOT Supervisor     |
| 4. DOT        | #2             | Darby & Nordhoff   |
| 5. DOT        | #3             | Darby & Dearborn   |



6. DOT	#4	Darby & Prairie
7. DOT	#5	Darby & Prairie
8. [REDACTED]	E1	B-3 Interior
9. [REDACTED]	C8	B-3 Interior
10. [REDACTED]	C4	B-3 Interior
11. DOT	#6	B-3 & Prairie
12. DOT	#7	Darby & Plummer
13. DOT	#8	Darby & Vincennes
14. [REDACTED]	E1	Prairie & G-3 North Side
15. [REDACTED]	C8	Prairie & G-3 North Side
16. DOT	#9	Matador & Prairie

---

**Patrol Operations:**

1. Flores	S1	Patrol Supervisor
2. [REDACTED]	P63	Patrol Operations
3. [REDACTED]	LB1	Patrol Operations

**Parking Operations:**

1. [REDACTED]	C3	PEO operations
---------------	----	----------------

\*Parking 961 (0645) Astrid

\*Book Store Coverage M-Thu (11-1700)



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POLICE SERVICES  
AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY

**5**

ISSUED ON

09-24-15

IN PRESENCE of G. BENAVIDES



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## CALIFORNIA STATE UNIVERSITY NORTHRIDGE POLICE DEPARTMENT

---

### INTERNAL AFFAIRS INVESTIGATION NOTICE

## PERSONNEL ORDER

September 22, 2015

Sergeant Flores,

The Internal Affairs Unit has initiated an investigation into potential policy violations which occurred during your day watch patrol duties on or about August 28, 2015. At the present time, these include the following:

Department Policy/Procedure #03-P.A.-001 Standards of Conduct (Sworn):

Section I – "California State University (CSU) system-wide guidelines require that all CSU police officers adhere to the Law Enforcement Code of Ethics, the Code of Professional Conduct and the Responsibility of Peace Officers," as prescribed by California POST Regulation 1013.

Section II.B, Cannon 2, Standard 2.2 – "Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature."

Section II.C, Cannon 3, Standard 3.2 – "Peace officers, during their service, shall diligently devote their time and attention to the effective and professional performance of their responsibilities."

Section II.F, Cannon 6 – "Peace officer shall assist in maintaining the integrity and competence of the peace officer profession."

Standard 6.2 – "Peace officers shall perform their duties in such a manner as to discourage double standards."

Standard 6.3 – "Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel."

Department Policy/Procedure #07-O.A.-005 Organization, Administration, and Direction, Section V.F.3 and 4.

Section V.F.3.b – "In addition to general and individual responsibilities of all employees, the Shift Supervisor is specifically responsible for the following: 1) Good Order: the general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency."

Section V.F.4.b – "Also, each supervisor is specifically responsible for the following: 2) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. 3) Enforcement of Rules: Supervisors must enforce Departmental rules and regulations and ensure compliance with departmental policies and procedures."

Department Policy/Procedure #07-S.O.-011 Police Services Communciations, Section VI.C.2.d – "In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time their place themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance."

I, [REDACTED] have been assigned as the investigator for this case and you are hereby directed to directly contact me to schedule an appointment for us to meet. The meeting must occur on or before Wednesday, October 7, 2015. You will be interviewed as the subject officer and are allowed one representative at the interview and all applicable rights, in accordance to AB301 – California Police Officers Bill of Rights. A Department Auditor may also be present during the interview.

This is an internal matter with the complainant listed as the University Department of Police Services. Through preliminary investigation, allegations of said policy violation(s) occurred on or about the morning hours of Friday, August 28, 2015 at Coco's, 18521 Devonshire St, Northridge, CA 91324. Should you have any questions at this time, please feel free to contact me directly.

Sincerely,

[REDACTED]

**6**



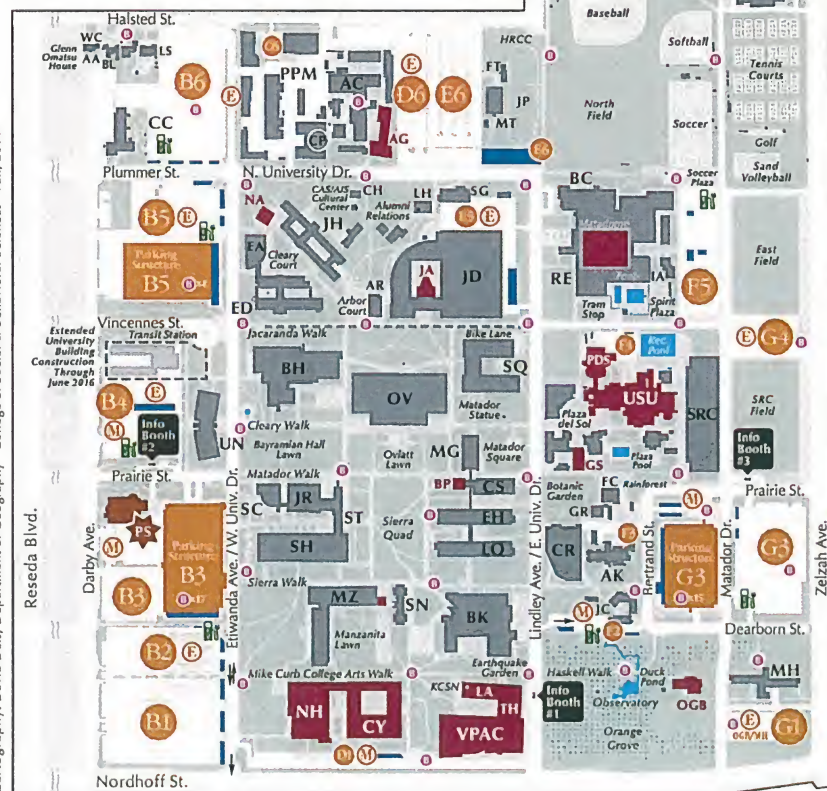
# Campus Map

## California State University Northridge

18111 Nordhoff Street • Northridge, CA 91330  
Information: 818.677.1200 • Police Services: 818.677.2111  
www.csun.edu



0 250 500 1,000 feet  
0 .125 .25 miles



### Building Name—Grid Location

- AK Addie Klotz Student Health Center—F3
- AA Asian American Activities Center—B6
- AC Art and Design Center—D6  
MFA Studios [AC]—D6
- AG Art Gallery—D6  
Armer Screening Room[MZ100]—D2
- AR Arbor Grill—D5
- BC The Abbott and Linda Brown Western Center for Adaptive Aquatic Therapy—F5  
Baseball Field—F7
- BH Bayramian Hall—C4
- BK Matador Bookstore Complex—E2
- BL Black House—B6
- BP Donald Bianchi Planetarium—E3  
Campus Theatre[NH100]—C1
- CC Children's Center—B6
- CH Chicano House—D5
- CP Central Plant—C6
- CPS Community Policing Substation—G7
- CR Chaparral Hall—F3
- CS Citrus Hall—E3
- CY Cypress Hall—D1  
Recital Hall [CY158]
- EA Education Administration—C5
- ED Education—C5  
East Field—G5
- EH Eucalyptus Hall—E3
- FC Fuel Cell—F3
- FT Fitness Center/Nautilus—E6  
Golf—G6
- GR Greenhouse—F3
- GS Grand Salon—F4  
High Ropes Challenge Course (HRCC)—E6
- IA Intercollegiate Athletics Office—F5
- JA C.R. Johnson Auditorium—D5
- JC Jeanne Chisholm Hall/NCOD—F2
- JD Jacaranda Hall—E5
- JH Juniper Hall—C5
- JP Jogging Path—E6
- JR Jerome Richfield Hall—C3  
KCSN—E1
- LA Kurland Lecture Hall—E1
- LH Laurel Hall, Alumni Relations—D5
- LO Live Oak Hall—E3
- LS Child and Family Studies Lab School—B6  
Little Theatre[NH121]—C1
- MG Magnolia Hall—E4  
Matadome[RE140]—F5
- MH Monterey Hall—G1
- MT Matador Hall—E6
- MZ Manzanita Hall—D2  
Armer Screening Room [MZ100]
- NA Charles H. Noski Auditorium—C5  
North Field—F6
- NH Nordhoff Hall—C1  
Little Theatre [NH121]  
Campus Theatre [NH100]
- OGB Orange Grove Bistro—F1
- OV Delmar T. Oviatt Library—D4
- PDS Plaza del Sol Performance Hall—F4
- PPM Physical Plant Mgmt./Corp. Yard—C6
- PS Police Services—B3  
Rainforest—F3
- RE Redwood Hall—F5  
Matadome[RE140]—F5  
Pools—F5  
Racquetball Courts—F5
- SN Santa Susana Hall—D2
- SQ Sequoia Hall—E4
- SRC Student Recreation Center—G4
- SSU Satellite Student Union—G9
- ST Sierra Tower—C3  
Track—F8  
Transit Station—B4
- TH Experimental Theatre—E1  
Tennis Courts—G6
- UN University Hall—B4
- UP University Park Apartments—F-G, 8-9
- USU University Student Union—F4
- UV University Village Apartments—G11
- VPAC Valley Performing Arts Center—E1  
Whitsett Room[SH451]—C3
- WC Women's Center—B6

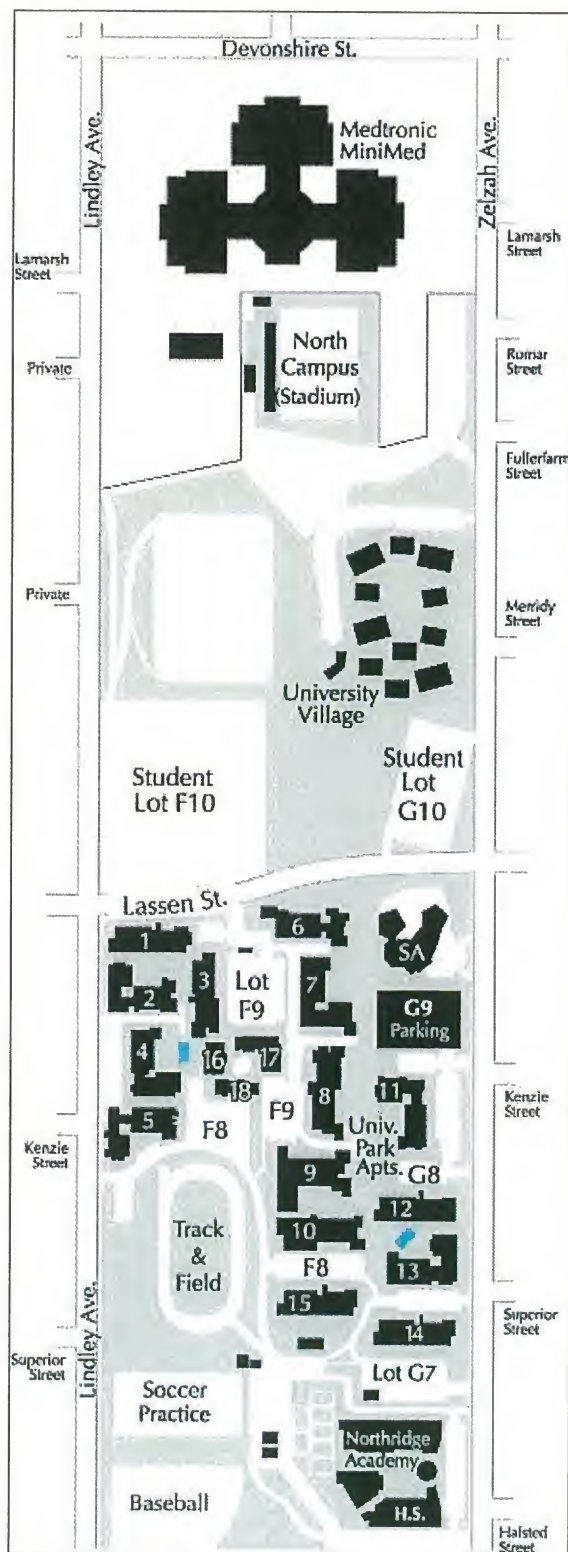


Search CSUN

Go

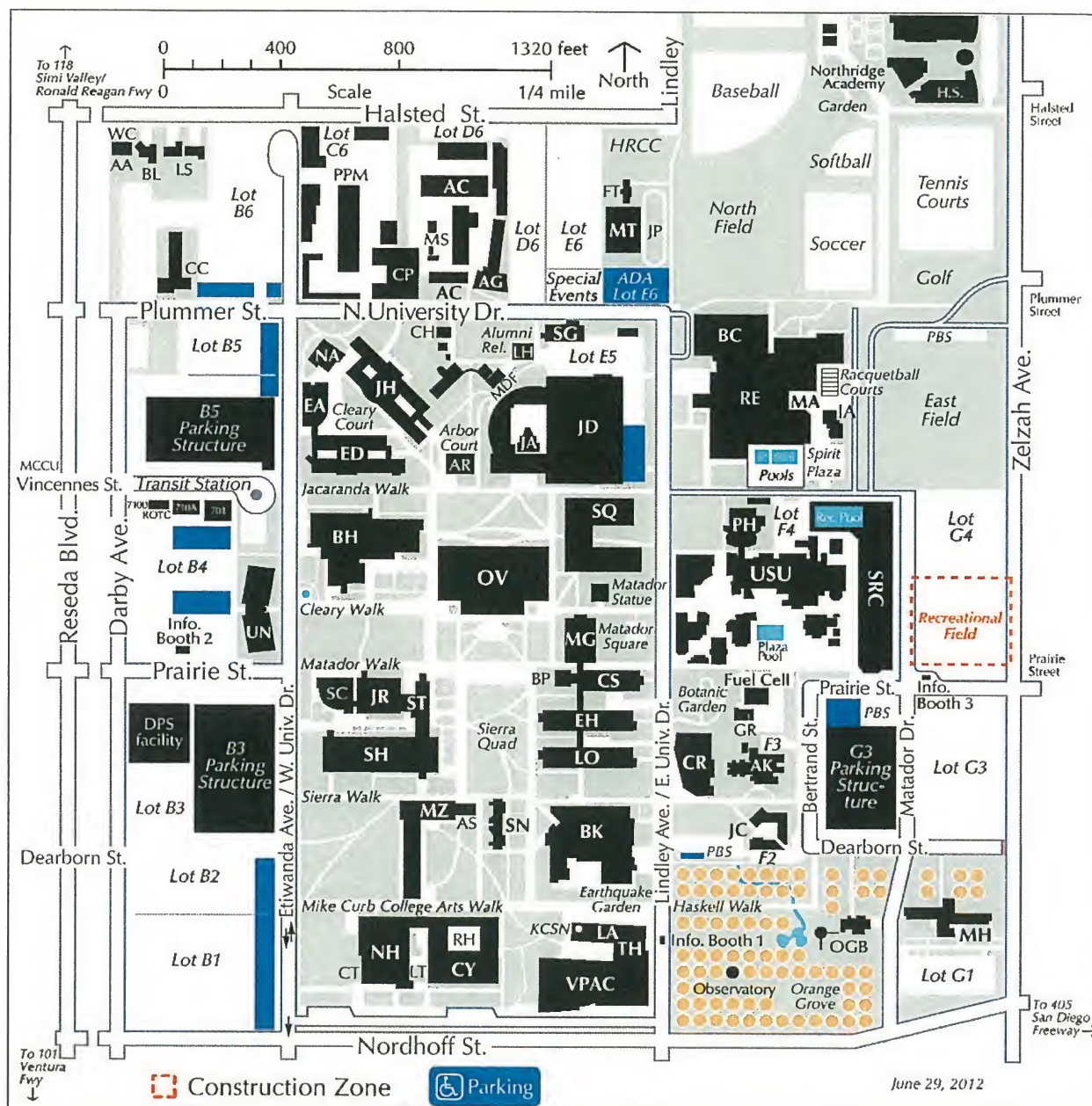
## CSUN MAPS

### North Campus



## CSUN MAPS

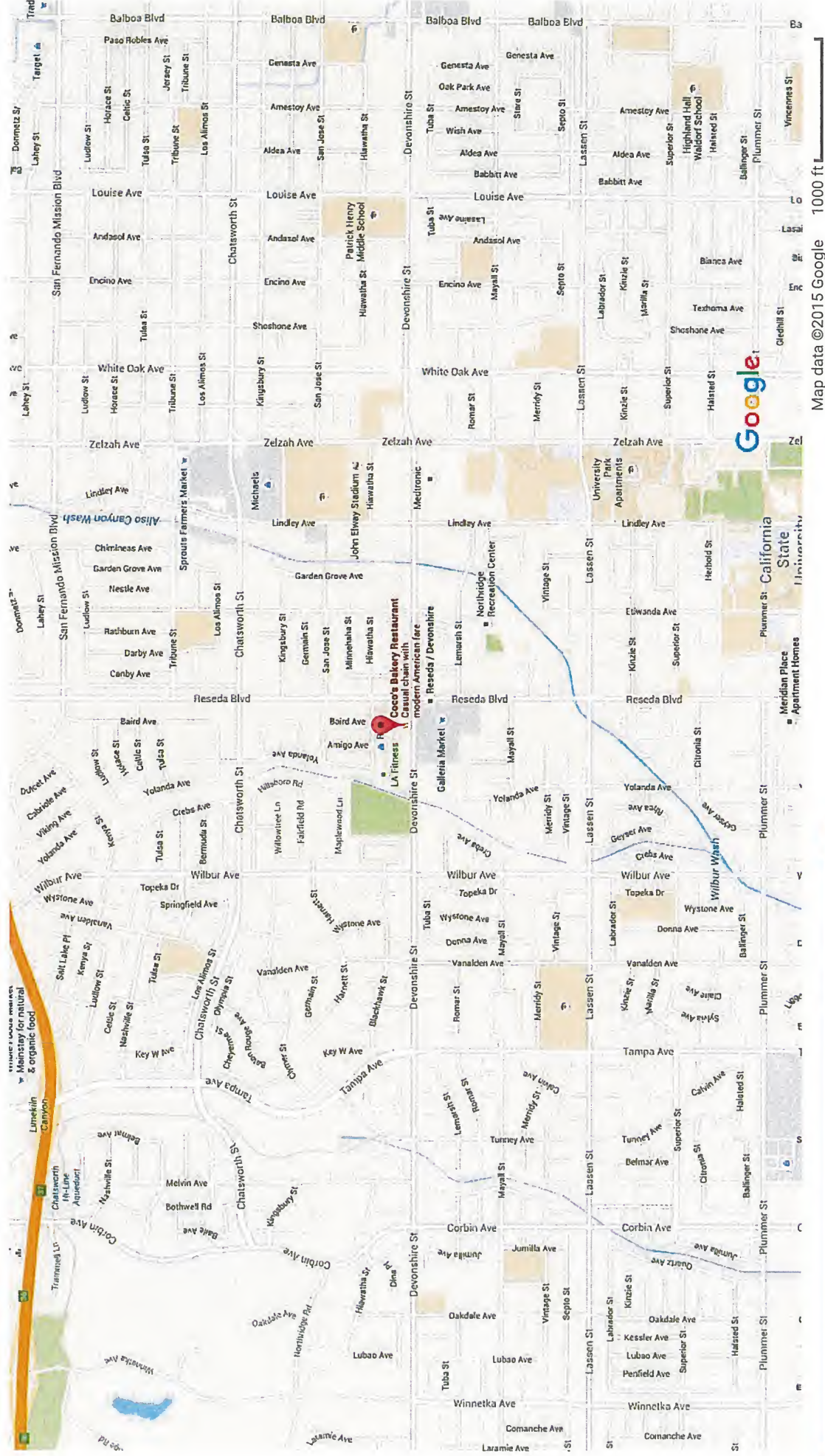
## South Campus





# Google Maps

Coco's Bakery Restaurant





## Coco's Bakery Restaurant

3.0 ★★ ★ 7 reviews · \$\$

American Restaurant

*Down-to-earth all-day chain offering modern spins on classic American fare & fresh-baked pies. - Google*



18521 Devonshire St, Northridge, CA 91324



[cocosbakery.com](http://cocosbakery.com)



(818) 368-2911



Open now: 6:00 AM – 10:00 PM



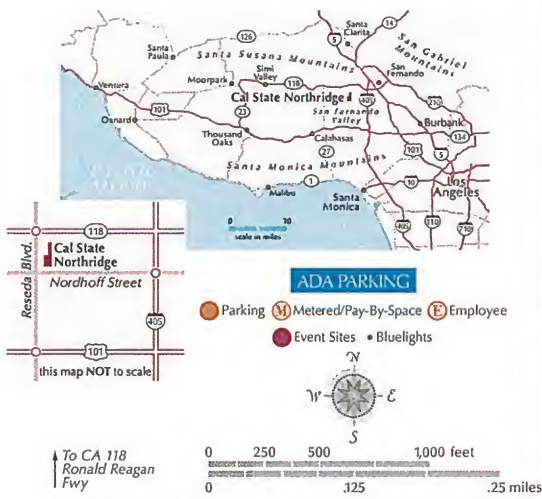
Review summary



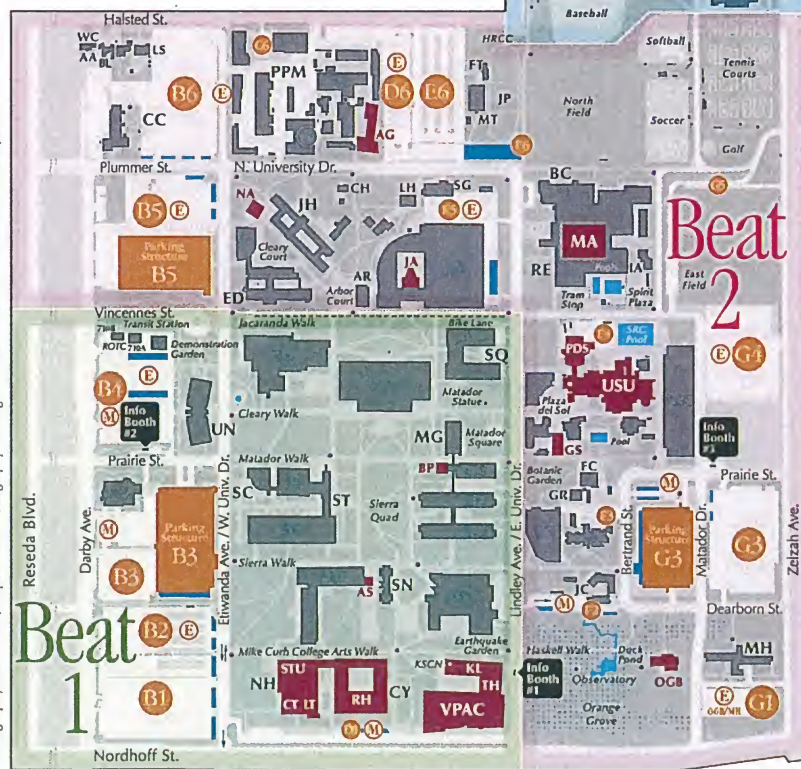
# The Campus Map

## California State University Northridge

18111 Nordhoff Street • Northridge, CA 91330  
Information: (818)677-1200 • Police Services: (818)677-2111  
www.csun.edu



Cartography: David Deis, Department of Geography • College of Social & Behavioral Sciences • Summer, 2012



- Building Name—Grid Location
- AA Asian American Studies House—B6
  - AC Art and Design Center—D6
  - AG Art Gallery—D6
  - AK Addie Klotz Student Health Center—F3
  - AS Armer Screening Room—D2
  - AR Arbor Grill—D5
  - BC The Abbott and Linda Brown Western Center for Adaptive Aquatic Therapy—F5
  - Baseball Field—F7
  - BH Bayramian Hall—C4
  - BL Black House—B6
  - BP Donald Bianchi Planetarium—E3
  - CC Children's Center—B6
  - CH Chicano House—D5
  - CP Central Plant—C6
  - CPS Community Policing Substation—G7
  - CR Chaparral Hall—F3
  - CS Citrus Hall—E3
  - CT Campus Theatre—C1
  - CY Cypress Hall—D1
  - DPS Dept. Police Services, Parking—B3
  - EA Education Administration—C5
  - ED Education—C5
  - East Field—G5
  - EH Eucalyptus Hall—E3
  - FC Fuel Cell—F3
  - FT Fitness Center/Nautilus—E6
  - Golf—G6
  - GR Greenhouse—F3
  - GS Grand Salon—F4
  - High Ropes Challenge Course (HRCC)—E6
  - IA Intercollegiate Athletics Office—F5
  - JA C.R. Johnson Auditorium—D5
  - JC Jeanne Chisholm Hall/NCOD—F2
  - JD Jacaranda Hall—E5
  - JH Juniper Hall—C5
  - JP Jogging Path—E6
  - JR Jerome Richfield Hall—C3
  - KL Kurland Lecture Hall—E1
  - LH Laurel Hall/Alumni Relations—D5
  - LO Live Oak Hall—E3
  - LS Child and Family Studies Lab School—B6
  - LT Little Theatre—C1
  - MA Matadome—F5
  - MG Magnolia Hall—E4
  - MH Monterey Hall—G1
  - MBC Matador Bookstore Complex—E2
  - MT Matador Hall—E6
  - MS MFA Studios—D6
  - MZ Manzanita Hall—D2
  - NA Charles H. Noski Auditorium—C5
  - North Field—F6
  - NH Nordhoff Hall—C1
  - OGB Orange Grove Bistro—F1
  - OV Delmar T. Oviatt Library—D4
  - PDS Plaza del Sol Performance Hall—F4
  - PPM Physical Plant Mgmt./Corp. Yard—C6
  - RE Redwood Hall—F5
  - Pools—F5
  - Racquetball Courts—F5
  - RH Recital Hall—D1
  - SA Satellite Student Union—G9
  - Softball Field—F6
  - SG Sagebrush Hall—E5
  - SH Sierra Hall—C3
  - SC Sierra Center—C3
  - SN Santa Susana Hall—D2
  - Soccer Practice Field—F7
  - Soccer Field—C6
  - SQ Sequoia Hall—E4
  - SRC Student Recreation Center—G4
  - ST Sierra Tower—C3
  - STU Studio Theatre—C1
  - Track—F8
  - TH Experimental Theatre—E1
  - Tennis Courts—G6
  - UN University Hall—B4
  - UP University Park Apartments—F-C, 8-9
  - USU University Student Union—F4
  - UV University Village Apartments—G11
  - VPAC Valley Performing Arts Center—E1
  - WC Women's Center—B5

To US 101 Ventura Fwy

To I 405 San Diego Fwy

**From:** Douglas Flores  
**Sent:** Thursday, November 19, 2009 11:30 PM  
**To:** [REDACTED]  
**Subject:** RE: Revised campus maps

To make the corrections on the maps you need to contact randy at the oviatt library who makes the campus maps and then have them printed up at kwik copies

*Douglas Flores*

Sergeant, Police Operations  
CSU Northridge Department of Police Services  
**AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY**  
Northridge, California 91330-8282  
[http:// www-admn.csun.edu/police](http://www-admn.csun.edu/police)  
Office: (818) 677-2111 Fax: (818) 677-4499

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**From:** [REDACTED]  
**Sent:** Thursday, November 19, 2009 5:14 PM  
**To:** Douglas Flores  
**Subject:** FW: Revised campus maps

Doug,

Where did we have the beat maps made? Need to order new ones showing the updated campus map.

[REDACTED]  
CSU Northridge Police Department  
**AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY**  
Northridge, California 91330-8282  
<http://www-admn.csun.edu/police>  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, November 19, 2009 9:36 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Revised campus maps

All: By way of this email I am directing all of you to discuss the internal department distribution of the new campus map and ensure that all old maps (especially those used for reference by dispatchers and others with a strong need to have maps) are removed and destroyed. It should be fairly easy to make copies of the new map in the standard 8 1/2x11 format. However, all of the maps in frames and in plastic must be removed and replaced.

[REDACTED] I leave it to you OR your designee to price this replacement.

Thank you.  
Chief



[REDACTED]  
CSU Northridge, Department of Police Services  
AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY  
Northridge, California 91330-8282  
<http://www-admn.csun.edu/police>  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, November 19, 2009 9:29 AM  
**To:** [REDACTED]  
**Subject:** FW: Revised campus maps

Chief-

Per your request, here is the response from [REDACTED] regarding updated campus maps. They are available on the website at [www.csun.edu/maps](http://www.csun.edu/maps). See his email below for more details. Apparently he is working with Astrid on a parking brochure so this updated info will be in that as well.



 Please consider the environment before printing this e-mail

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**From:** [REDACTED]  
**Sent:** Thursday, November 19, 2009 9:17 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Revised campus maps

[REDACTED]  
I made the minor tweaks that bring the campus maps up to date.

If you go to [www.csun.edu/maps](http://www.csun.edu/maps) there is a current North and South campus Web page, and a printable pdf file in color, with complete legend. This file can be blown up to any size. Additionally there are new driving directions and a new "L.A. and CSUN" map.

I am also creating a new kiosk map file for [REDACTED] and Facilities Planning to post later this month.

There are still some detail questions regarding the new road name, by University Club, and new building names in student housing 16-18, but that file should be completed by Friday. I may use that version of the map for Astrid Logan's parking brochure.

Cheers,  
[REDACTED]  
[REDACTED]

CSUN Dir. Of Publications  
18111 Nordhoff Street,  
Northridge CA 91330-8242  
Tel. (818) 677-2127

On 11/18/09 3:49 PM, [REDACTED] wrote:

[REDACTED]  
Continuing with what we discussed this week about updates to campus maps, could you let us know when the revised maps are available (in any format)? We need them for a host of reasons, particularly emergency response, and we have outdated versions.

Thanks so much,



P Please consider the environment before printing this e-mail



**7**



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POLICY/PROCEDURE NUMBER: 03-P.A.-001      Page 1 of 11

SUBJECT:      STANDARDS OF CONDUCT (Sworn)

EFFECTIVE DATE:    January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: February 6, 2003 version; January 16, 2008 version; March 5, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARD: 4.1.1

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – YES

APPROVED: [REDACTED]

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## I.      PURPOSE

California State University (CSU) system-wide guidelines require that all CSU police officers adhere to the Law Enforcement Code of Ethics, the Code of Professional Conduct and the Responsibility of Peace Officers.

This entire guideline has been set forth by the CSU system and is hereby incorporated into the California State University, Northridge University Police Policies/Procedures/Guidelines Manual.

## II.     CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY OF PEACE OFFICERS

(Reference is California Peace Officers' Association, "Creating a Law Enforcement Organizational Values Statement," November 1989)

### **Preamble**

**WHEREAS**, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character; and

**WHEREAS**, the need to maintain high standards of moral character, integrity, knowledge, and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to health, welfare, and safety of the citizens of this state; and

**WHEREAS**, the establishment of a Code of professional Conduct and Responsibility for Peace Officers, which includes canon of ethics and minimum standards, requires the granting of authority to enforce these standards of professional conduct through disciplinary action, as necessary, for the protection of the health, welfare and safety of the public; therefore

**BE IT RESOLVED** that the need to maintain high standards of moral character, integrity, knowledge, and trust requires that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.

### III. GENERAL STATEMENT

CSU Peace Officers are granted a public trust, which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust and to ensure that their professional conduct is above reproach, members of the police department must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as means of internal regulation.

The essence of this profession requires that in addition to prescribing a desired level of performance, it must establish minimum standards of ethical conduct, which prescribes rules of internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility is established for the peace officer profession.

Nothing in the Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned.

### IV. DEFINITIONS

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of ethical standards. Examples of disciplinary rules and enforcement procedures are included in the appendix for individual agency consideration. Following are definitions of these terms, as used in the context of the code.

- A. "Campus Peace Officer" means a regular employed and full-time police officer, corporal, sergeant, detective/investigator, lieutenant, captain or chief of police.
- B. "CANONS" are statements which express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system and the peace officer profession. They embody the general concepts from which the Ethical Standards and the disciplinary rules are derived.
- C. "ETHICAL STANDARDS" are statements that represent the objectives to which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.
- D. "DISCIPLINARY RULES" specify an unacceptable level of conduct for all peace officers, regardless of their rank or nature of their assignment. Any peace officer that violates any agency rule that applies to these canons and standards is guilty of unprofessional conduct, and is subject to disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.
- E. "ENFORCEMENT PROCEDURES" are the fundamental rights of an accused officer which are applicable to a disciplinary investigation or proceeding against the officer.
- F. "ADMINISTRATIVE INVESTIGATION" is an investigation conducted to determine whether an officer has violated any provision of this code, or any agency rules or regulation, or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.
- G. "FORMAL DISCIPLINE" refers to the final adjudication of administrative or disciplinary charges. Formal discipline shall be deemed final only after an officer has exhausted or waived all legal remedies available and actual discipline has been invoked.

## V. CANON OF ETHICS

### A. Canon One

Peace Officers shall uphold the Constitution of the United States, the California Constitution, and all laws enacted pursuant to legally constituted authority.

Ethical Standards

**Standard 1.1**

Peace officers shall recognize the primary responsibility of their profession and of the individual officer is the protection of the people within their jurisdiction through upholding of the laws, the most important of which are the Constitution of the United States and State Constitution.

**Standard 1.2**

Peace officers shall be aware of the extent and the limitations of their authority in the enforcement of the law.

**Standard 1.3**

Peace officers shall diligently study new enactments of the laws they enforce.

**Standard 1.4**

Peace officers shall be responsible for keeping abreast of current case law as applied to their duties.

**Standard 1.5**

Peace officers shall endeavor to uphold the spirit of the law, as opposed to enforcing the letter of the law.

**Standard 1.6**

Peace officers shall respect and uphold dignity, human rights, and constitutional rights of all persons.

**B. Canon Two**

Peace officers shall be aware of and shall use proper and ethical procedures in discharging their official duties and responsibilities.

**Ethical Standards****Standard 2.1**

Peace officers shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

**Standard 2.2**

Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

**Standard 2.3**

Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

**Standard 2.4**

Peace officers shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

**C. Canon Three**

Peace officers shall regard the discharge of their duties as a public trust and shall recognize their responsibilities to the people whom they are sworn to protect and serve.

**Ethical Standards****Standard 3.1**

Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

**Standard 3.2**

Peace officers, during their service, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

**Standard 3.3**

Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

**Standard 3.4**

Peace officers shall safely and efficiently use equipment and material available to them.

**Standard 3.5**

Peace officers shall be prepared and shall respond effectively to the demands of their office.

**Standard 3.6**

Peace officers, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.

**Standard 3.7**

Peace officers shall not allow their personal conviction, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

**Standard 3.8**

Peace officers shall recognize that their allegiance is first to the people, and then secondly to their profession and the government entity or agency that employs them.

D. Canon Four

Peace officers will so conduct their public and private life that they exemplify the high standards of integrity, trust and morality demanded of a member of the peace officer profession.

Ethical Standards

**Standard 4.1**

Peace officers shall refrain from consuming intoxicating beverages to the extent that it results in impairment, which brings discredit upon the profession or their employing agency, or renders them unfit for service.

**Standard 4.2**

Peace officers shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties, and under no circumstances while in uniform.

**Standard 4.3**

Peace officers shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.

**Standard 4.4**

Peace officers shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer profession. Officers shall not participate in any incident involving moral turpitude.

**Standard 4.5**

Peace officers shall not assume financial obligations which they know or reasonably should know they will be unable to meet and shall pay all just debts when due.

**Standard 4.6**

Peace officers shall not engage in illegal political activities.

**Standard 4.7**

Peace officers shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials or advertisements for any commodity, commercial enterprise, or commercial service.



**Standard 4.8**

Peace officers shall not engage in any activity, which would create a conflict of interest or would be in violation of any law.

**Standard 4.9**

Peace officers shall at all times conduct themselves in a manner, which does not discredit the peace officer profession or their employing agency.

**Standard 4.10**

Peace officers shall not be disrespectful, insolent, mutinous, or insubordinate in attitude or conduct.

**Standard 4.11**

Peace officers shall be courteous and respectful in their official dealings with the public, fellow officers, superiors and subordinates.

**Standard 4.12**

Peace officers shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

**Standard 4.13**

Peace officers shall maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration, while acting in an official capacity.

E. Canon Five

Peace officers shall recognize that our society holds the freedom of the individual as a paramount precept, which shall not be infringed without just, legal, and necessary cause.

Ethical Standards

**Standard 5.1**

Peace officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

**Standard 5.2**

Peace officers shall recognize the rights of individuals to be free from capricious or arbitrary acts, which deny or abridge their fundamental rights as guaranteed by law.

**Standard 5.3**

Peace officers shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

## F. Canon Six

Peace officers shall assist in maintaining the integrity and competence of the peace officer profession.

**Ethical Standards****Standard 6.1**

Peace officers shall recognize that every person in our society is entitled to professional, effective and efficient law enforcement services.

**Standard 6.2**

Peace officers shall perform their duties in such a manner as to discourage double standards.

**Standard 6.3**

Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

**Standard 6.4**

Peace officers shall maintain the integrity of their profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.

**Standard 6.5**

Peace officers shall have responsibility for reporting to proper authorities any known information, which would serve to disqualify candidates from transferring within or entering the profession.

**Standard 6.6**

Peace officers shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws and requirements of the profession.

**Standard 6.7**

Chief executive peace officers shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and competency of their officers. These Canons and Ethical Standards shall apply to all peace officers regardless of rank.

**Standard 6.8**

Peace officers shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

## G. Canon Seven

## Ethical Standards

**Standard 7.1**

Peace officers, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals and objectives.

**Standard 7.2**

Peace officers, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.

**Standard 7.3**

Peace officers shall, within legal and agency guidelines, endeavor to communicate to the people in their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

## H. Canon Eight

## Ethical Standards

**Standard 8.1**

Peace officers shall refuse to offer, give or receive gifts, favors or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate officers from normal social practices, or to preclude gifts among friends, associates, or relatives, where appropriate.

**Standard 8.2**

Peace officers shall not consider their badge of office as a license designed to provide them with special favor or consideration.

## I. Canon Nine

Peace officers shall observe the confidentiality of information available to them through any source, as it relates to the peace officer profession.

## Ethical Standards

**Standard 9.1**

Peace officers shall be aware of and shall meticulously observe all legal restriction on the release and dissemination of information.

**Standard 9.2**

Peace officers shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.

**Standard 9.3**

Peace officers shall treat as confidential that information confided to them personally. They shall disclose such information as required in the proper performance of their duties.

**Standard 9.4**

Peace officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

**Standard 9.5**

Peace officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

**VI. INVESTIGATIVE PROVISIONS**

- A. **INVESTIGATIVE PROCEDURES---** Peace officers under investigation for an alleged violation of any of these standards or agency disciplinary rules shall be afforded, as a minimum, the rights established by law and contract, to ensure fair and just treatment in the enforcement of disciplinary rules of conduct or agency rules.
- B. **EXERCISE OF RIGHTS---** By reason of the lawful exercise of rights, officers shall not be discharged, disciplined, demoted, transferred, or denied promotion or reassignment, or discriminated against with regard to employment, nor threatened with any such action.
- C. **CRIMINAL INVESTIGATIONS---** When the investigation focuses on an officer for prosecution of a criminal offense, the officer shall be afforded the same constitutional rights, privileges, or guarantees enjoyed by any person. This section, however, shall not deprive the agency of the right to pursue investigation administratively.
- D. **AGENCY APPEAL OR REVIEW PROCESS---** To ensure due process, officers shall be provided with an internal administrative appeal or review

process or procedure. This process shall be in addition to any external appeal process.

- E. CONFIDENTIALITY OF INVESTIGATIONS--- To promote the complete investigation and reporting of complaints against peace officers, the CSU finds that the need to preserve and protect personal privacy information of employees and the incomplete work product of the CSU outweighs the public interest in full or partial disclosure, discovery, or production in any manner of the CSU's investigative files pertaining to complaints under investigation against officers. Investigative files, records, reports or other documentation may be subpoenaed in either criminal or civil proceedings only in accordance with the law.

## VII. STANDARD OF CARE

No canon or ethical standard, or the agency enforcement of a canon, ethical standard, or agency disciplinary rule, shall be admissible as evidence of a standard of care or negligence in any civil action other than administrative or disciplinary proceedings.



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POLICY/PROCEDURE NUMBER: 02-O.A.-001

Page 1 of 6 with one Appendix

SUBJECT: LAW ENFORCEMENT ROLE, CONSTITUTIONAL AND STATUTORY  
AUTHORITY, AREA OF JURISDICTION, AND OFF-CAMPUS RESPONSE

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Jurisdiction Policy (100-10, issued January 1, 2000), September 24,  
2002 revision; July 8, 2005 version; November 2, 2006 version;  
February 26, 2008 version; January 27, 2010 version; February 16,  
2011 version; January 8, 2014 version.

IACLEA STANDARD: 1.1.2, 2.1.1, 2.1.3, 2.1.4

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – NO

APPROVED: [REDACTED]

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## I. PURPOSE

To define the agency role, the constitutional and statutory authority, and area of jurisdiction of the California State University, Northridge Police Department. This includes the scope of authority with respect to enforcement of laws, statutes and ordinances.

## II. POLICY

The University Police Department and its members intend to be responsive to, and protect the constitutional rights of, the community. The Department shall be accountable to the community for actions taken in performing duties and shall accept input and suggestions related to the formulation of policies, procedures and guidelines.

The primary responsibility of the Department is the protection of the California State University, Northridge community. The statutory authority for the existence of California State University Police Departments and involved police officers is derived through legislative action and is defined in the California Education and Penal Codes.



### III. DEFINITIONS

- A. Ethics. Principles of honor and morality; accepted rules of conduct; principles of conduct governing an individual or group (see p. iii Code of Ethics of this manual).
- B. Goals. A relatively broad statement of the end or result that one intends to ultimately achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.
- C. Objective. An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element, and therefore, requires a shorter time period to accomplish than does a goal.
- D. Police Officer. Officers are California State University Department of Public Safety employees appointed pursuant to Penal Code 830.2 and Educational Code 89560. The terms peace officer, public safety officer, sworn personnel, police officer, and officer are synonymous when used in this policy.
- E. Policy. A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules and regulations.
- F. Procedure. A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should”, or “must” rather than “may”. Procedures sometimes allow some latitude and discretion in carrying out an activity.

### IV. PROCEDURES

- A. Law Enforcement Agency Role.
  - 1. All police officers, prior to assuming sworn status, are required to take and subsequently abide by an oath of office to uphold the nation’s Constitution; enforce the laws under their jurisdiction and that of the State of California; and uphold the rules and regulations of the Trustees of the California State University system. This includes the educational mission, policies, and procedures of the California State University, Northridge (see oath of office on page ii of the Department Policy Manual).
  - 2. Code of Ethics. All police personnel are required to abide by the Code of Ethics (see Law Enforcement Code of Ethics on page iii of the Department Policy Manual). All employees will be required to receive instruction and successfully complete ethics training that concerns their position dilemmas, temptations, responsibilities, and duties. For all personnel this training shall be conducted, at a minimum, biennially.

3. Police Department Primary Responsibilities are:

- a. Law enforcement;
- b. Campus security and public safety;
- c. Protection of persons and property;
- d. Emergency and disaster management;
- e. Community relations and public information (in conjunction with the Public Relations Office);
- f. Crime prevention and awareness training (community outreach);
- g. Liaison with external police and safety agencies; and
- h. Internal coordination of functions and responsibilities with other University departments.

4. Goals and Objectives.

- a. Goals and supporting objectives are established for the department and for each division annually. Established goals and objectives are made available to all affected personnel.
- b. An opportunity for input by employees in each division is included in the process.
- c. A draft copy shall be submitted to the Chief of Police for review, comment and final approval.
- d. The Chief of Police will notify the command staff of due dates for submission of the final version of goals and objectives.
- e. At the end of each calendar year, each Division head shall submit to the Chief of Police a written report evaluating progress made toward attainment of the goals and objectives. Division heads shall forward these reports to the Chief of Police within 60 days of the end of the calendar year.

B. Constitutional, Statutory, and Limits of Legal Mandated Authority and Responsibilities Vested in Sworn Agency Personnel.

- 1. California Education Code 89560, Creation of Police Departments;  
The trustees may appoint one or more persons to constitute a police Department for the headquarters and for each campus of the California State University. Persons employed and compensated as members of the California State University Police Department, when so appointed and duly sworn, are peace officers. However, such peace officers shall not exercise their powers of authority except:
  - a. at the headquarters or upon any campus of the California State University, and in an area within one mile of the exterior boundaries of each campus or the headquarters, and in or about other grounds or properties owned, operated, controlled, or administered by the California State University, or by the trustees or the state on behalf of the California State University; and
  - b. as provided in Section 830.2 of the Penal Code.

2. California Penal Code 830. Any person who comes within the provisions of this chapter and who otherwise meets all standards imposed by law on a peace officer, and not withstanding any other provision of law, no person other than those designated in this chapter is a peace officer.
3. California Penal Code 830.2 (c), Authority. The following persons are peace officers whose authority extends to any place in the state:  
  
[6] (c) A member of the California State University Police Departments appointed pursuant to Section 89560 of the Education Code, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified in Section 89560 of the Education Code.
4. California Education Code 89561. Every member of a California State University police department shall be supplied with, and authorized to wear, a badge bearing the words "California State University Police."
5. California Penal Code 12031 (b) authorizes peace officers listed in Section 830.1 or 830.2 to carry weapons. The code section exempts officers from the following:  
  
12031. (a) (1) A person is guilty of carrying a loaded firearm when he or she carries a loaded firearm on his or her person or in a vehicle while in any public place or on any public street in an incorporated city or in any public place or on any public street in a prohibited area of unincorporated territory.  
  
b) Subdivision (a) shall not apply to any of the following: (1) Peace officers listed in Section 830.1 or 830.2.

C. Area of Jurisdiction

1. As defined by Code, the primary statutory jurisdiction of the Department is one mile from the exterior boundaries of the campus (see campus map at the end of this policy – black lines denote exterior boundary of campus).
2. In the California State University system, sworn personnel are authorized to respond for both routine assignments and for specific assistance (i.e., Critical Response Unit), if requested and authorized by both departments involved.
3. University Police officers are authorized and are responsible for the enforcement of State laws, statutes, and ordinances. This includes the responsibility and authority to make physical arrests.
4. On occasion as directed by the Chief of Police, California State University, Northridge police officers are authorized to make periodic patrols of neighborhoods of nearby fraternities, sororities and independent living groups. Routine patrols will not be made of living

groups which fall beyond one mile from the exterior boundary of the campus unless directed by the Chief of Police.

D. Off-Campus Response

1. Whenever a request to respond to an off-campus call for service is received, consideration must be given to the nature of the call and conditions on the campus at the time of the request.
2. The shift supervisor must approve all responses to off-campus calls for service, at a minimum (this includes requests from the Los Angeles Police Department). The Patrol Operations Captain (day watch) or Patrol Operations Lieutenant (night watch) should be notified as soon as possible. In their absence (i.e. out of town or unavailable), the Captain of Special Services or the Chief of Police shall be notified. Note: This does not include routine traffic stops immediately adjacent to the campus.
3. Officers who respond shall take appropriate law enforcement action for observed violations of the law.
4. In cases in which an arrest and/or crime report is not appropriate, an after action report will be prepared detailing the nature of the call and the action taken.
5. When calls are received from locations within the statutory jurisdiction of the Department involving crimes in progress and/or danger to human life, University Police officers shall:
  - a. Be immediately dispatched to the scene. The dispatcher will immediately notify the appropriate law enforcement agency.
  - b. Upon arrival at the scene, University Police will take action to save human life, contain the situation, and/or maintain the crime scene.
  - c. The shift supervisor will contact the responsible law enforcement agency and determine what action they desire this Department to take. All reasonable requests, within the University Police guidelines, will be honored.
  - d. When calls are received from locations within the adjacent community that do not appear to be of an exigent nature (i.e., crimes in progress, danger to human life), the calling citizen should be requested to contact the appropriate law enforcement agency. If the citizen insists upon response from the University Police, the shift supervisor shall:
    - Evaluate the call with regard to the University Police guidelines.
    - If assistance can be rendered without impairing the primary mission of the California State University, Northridge Police Department, the requested assistance will be provided.

- If the decision is not to respond, the complainant should be informed about the reason and requested to contact the appropriate law enforcement agency. The incident and the reason shall be entered into the dispatch log.
- 911 calls will be routed to appropriate police departments.

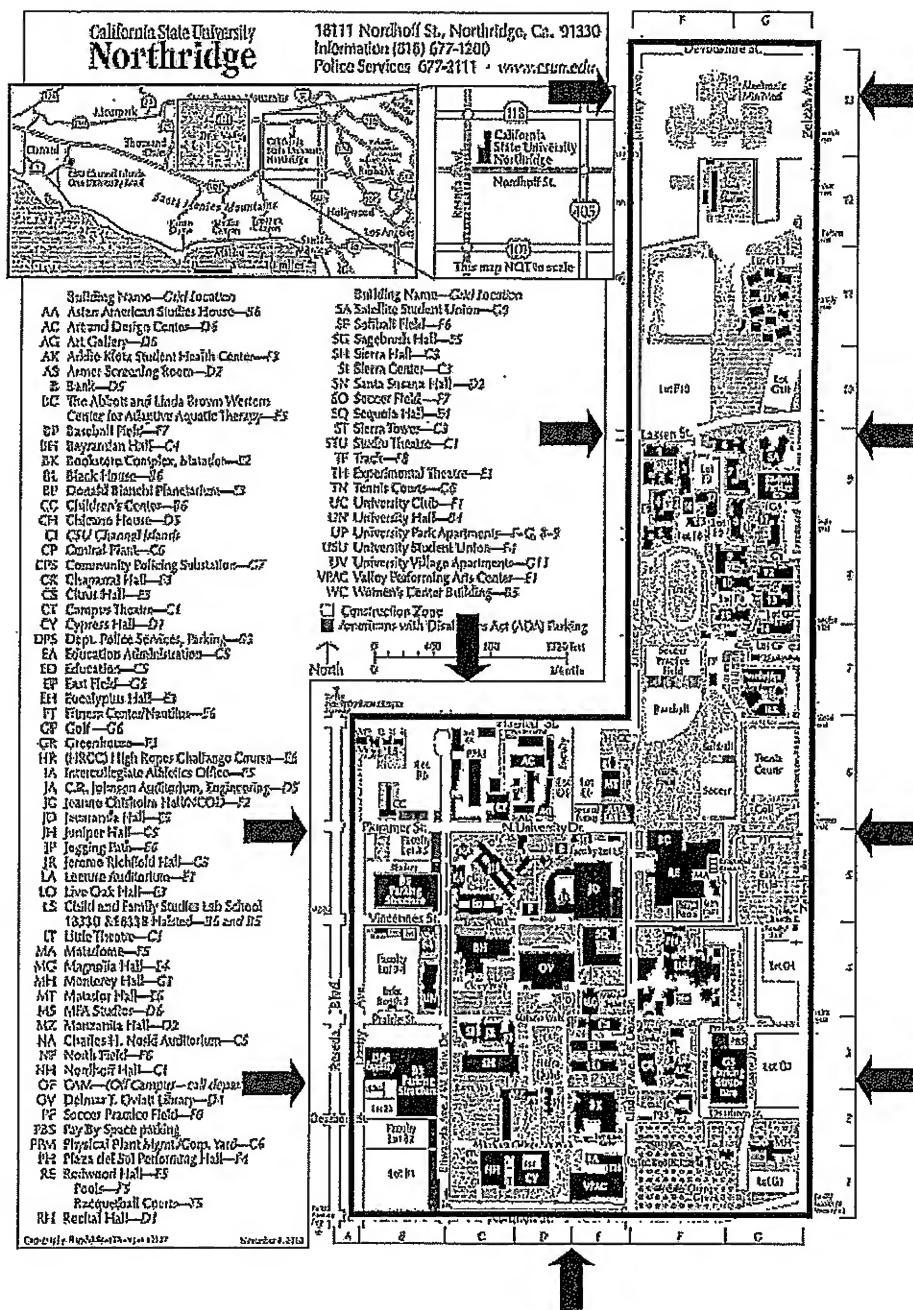
6. Other reasons for exercising authority off-campus are:

- a. officer initiated activity such as traffic stops, observed crimes, traffic accidents and observed hazards.
- b. case follow-up, investigations, and service warrants;
- c. mutual aid to police or fire; and
- d. response to major regional events.

V. APPENDIX

A. Area of Jurisdiction Map –December 2010 Version

Appendix "A"



Rev: 12/2010





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POLICY/PROCEDURE NUMBER: 07-O.A.-005 Page 1 of 20 with two Appendices

SUBJECT: ORGANIZATION, ADMINISTRATION AND DIRECTION

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: 100-1 Specific Command Duties, January 1, 2000; 100-3 Supervisory Guidelines, January 1, 2000; February 8, 2007 version; December 13, 2007 version; December 18, 2007 version; February 25, 2008 version; January 27, 2010 version; February 16, 2011 version, January 8, 2014 version.

IACLEA STANDARDS: 1.1.1, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.2.2, 5.1.3, 9.1.2

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – NO

APPROVED: Anne P. Glavin, Chief of Police

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I. PURPOSE

To establish the Department's written directive system, organizational structure, chain of command, and responsibilities of organizational components.

II. POLICY

The Department's organizational structure is designed to reflect lines of authority and to promote effective and efficient workflow. The Department has a comprehensive written directive system that is designed to ensure that employees have a clear understanding of expectations and constraints relating to performance of duties.

III. DEFINITIONS

A. Organizational Definitions

1. Beat: A geographical area of variable size to which one or more police officers (or parking enforcement officers) are specifically assigned to accomplish policing (or parking enforcement) responsibilities.
2. Department: The California State University, Northridge Department of Police Services, also referred to as the California State University, Northridge Police Department.

3. Division: The first subordinate organizational unit within the Department (Patrol Operations Division, Special Services Division, the Parking and Transportation Services Division, etc.).
4. Function: an activity or purpose natural to or intended for a person or thing (i.e., crime prevention function).
5. Squad: A unit composed of police officers, usually a sub-unit of a watch.
6. Team: A functional unit, which may be a sub-unit of a division or under the immediate direction of the Chief of Police. It may be commanded by any rank, or civilian, depending on its size and the nature and importance of its function (i.e. Community Policing Team, Leadership Team, etc.).
7. Unit: Any number of employees of the Department regularly grouped together under one head to accomplish a police purpose (i.e. Bicycle Patrol Unit, Motor Unit, etc.)
8. Watch: A unit of employees assigned to a designated span of time (watch) for duty purposes.

B. Personnel Definitions

1. Chain of Command: The vertical Chain of Command shall be adhered to in the transmittal of commands of communications between the Chief of Police and all subordinate officers and employees. In the event of misconduct, on the part of an office or employee, emergency disciplinary action may be taken outside the chain of command and across the lines of supervisory responsibility.
2. Civilian: Designates any Department employee who is not sworn.
3. Command Staff: Members of the Department having the rank of Lieutenant or above.
4. Watch Commander: A Lieutenant or Captain in the Patrol Operations or Special Services Divisions overseeing Patrol Operations.
5. Employee: Any paid individual assigned to the Department of Police Services including sworn officers and civilian staff.
6. Officer in Charge: Any sworn member of the Department below the rank of Lieutenant in charge of an organizational unit.
7. Seniority: Status attained by length of continuous service normally based upon the date of appointment to a specific job classification.
  - a. Seniority among officers and employees is established by date of hire; or if the same, by date of Department correspondence recommending hire.

- b. Seniority among ranks of Corporal through Lieutenant is established by date of appointment/promotion; or if the same, seniority will be as determined by the Chief of Police.
- 8. Superior Officer: A person holding a higher supervisory or command rank or position.
- 9. Shift Supervisor: A sworn officer holding the rank of Corporal or Sergeant in charge of the Patrol Division watch during a specified period of time.
- 10. Supervisor: Employees of the Department assigned to positions requiring exercise of immediate supervision over the activities of other members and employees.

C. Additional Terminology

- 1. Department Policy and Procedure Manuals: Reference guides (in hardcopy and CD format) specifying the rules and regulations governing the conduct of personnel and the operations of the Department, as well as specifying departmental policies and procedures. All manuals in force in the Department are issued by authority of the Chief of Police. Compliance with the provisions of departmental manuals is mandatory.
- 2. Lawful Order: Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not a violation of any law, or any department rule or regulation.
- 3. Memoranda: Transmitters of information of interest, not necessarily directives, or documentation to provide written direction at levels of command not authorized to issue general or special orders. May be issued by all supervisory staff, command ranks or unit/section heads.
- 4. Personnel Orders: Announcements of change in status of personnel, such as promotions, lateral transfers, or special assignments. Personnel orders are issued by the command staff.
- 5. Policy and Procedure Orders: Permanent, numbered directives concerned with policy, rules, and procedures affecting one or more than one organizational component. Issued by the Chief of Police.
- 6. Policy: Designates a governing principle of management and reflects the objectives, philosophy and direction of the Department.
- 7. Procedural Directives: Numbered written directives designating a step by step outline of action to be followed for the accomplishment of a task. May be issued by all police supervisory and command ranks.
- 8. Briefing Directive: A directive issued by the Command Staff to the Police Operations Division watch personnel concerning matters related to watch operations. Most briefing directives have a start and end date for a particular action.

9. Rules/Regulations: A set of guidelines to which all employees must adhere. Issued by the Chief of Police.
10. Training Orders: Directives concerning department personnel assigned to specialized training classes, normally away from the department. Training orders may also be written directing personnel to department conducted training. Such orders specify mandatory assignments approved by the Chief of Police. No training order may be cancelled for any reason without the authorization of the Chief of Police or her/his designee. Training orders are normally written and issued by the training coordinator on behalf of the Chief of Police or other Command staff.
11. Line Inspection: A periodic review of organizational components, workspace, equipment, and personnel by department supervisors and managers at every level of the department to ensure compliance with agency policies, directives, and expectations.

#### IV. ORGANIZATIONAL STRUCTURE

- A. The University Department of Police Services is part of the organizational structure of the campuses within the California State University System (CSU). System-wide policies and certain administrative procedures emanate from the Office of the Chancellor. However, the operational program and implementation of policies are administered locally. The lines of authority flow from the President, through various members of the Cabinet to the Chief of Police/Director of Police Services. At CSU Northridge, the Chief of Police reports to the Vice President for Administration and Finance, who in turn reports to the President. Administrative direction, therefore, may come from managers who have no sworn authority, while law enforcement direction is the responsibility of the Chief of Police.
- B. The department consists of four main components or divisions:
  1. Police Services Administration and Administrative Services
 

This division includes the police services administration office which includes the Chief of Police, Special Assistant to the Chief of Police and Community Relations Officer, the Financial Analyst, the Emergency Preparedness Specialist and the administrative support assistant for the administration office. The Administrative Services portion of this division includes the Public Information Officer (PIO) and Payroll and Procurement functions.
  2. Patrol Operations
 

This division includes all aspects of uniformed police patrol services as managed by a Captain and Lieutenant of Patrol Operations. This includes day and night watch patrol units, the Housing Community Policing Unit, Communications/Dispatch Unit, Motor Unit, and K9 unit.
  3. Special Services

This division is managed by the Captain of Special Services and includes the Investigations Unit, Professional Standards and Training Unit, Records Unit, and Accreditation Program. This division also has oversight for the IT and Network services for the department, crime prevention function, and the Matador Patrol community service assistant program.

4. Parking and Transportation Services

This division is managed by a Manager of Parking and Transportation Services which includes all aspects of the campus parking and transportation operation including parking enforcement, administrative office support, special events, information booth operations, the transportation program, lost and found, tram services, lost and found, parking tech services and the police motor unit, K-9 units, reception and live scan fingerprinting, and notary services.

The Department of Police Services organizational structure is depicted graphically in an organizational chart which is updated as needed to reflect chain of command, lines of authority, position, rank and authorized personnel strength. A copy of the chart is posted in each division of the Department.

The California State University at Northridge (CSUN) Department of Police Services' organizational structure includes divisions, units and teams, each of which is assigned specific functional areas of responsibility. Included are activities, which are directly related to carrying out the Department's goals and objectives or are in support of them. All positions within the department, both sworn and civilian, have job descriptions which incorporate detailed duties and responsibilities of the particular position, as well as the knowledge, skills, and abilities required to carry out those duties and responsibilities. Written job descriptions are available to all department employees via a written request through the Office of the Chief of Police.

C. Organization and Responsibility:

1. The Chief of Police/Director of Police Services is the head of the department and plans, organizes, and directs the Department and all functions assigned. The Chief of Police has the authority to issue, modify, rescind and/or approve all Department written directives. The Chief of Police is one of five members of the management team of the Department. Reporting directly to the Chief of Police are the following personnel and their respective divisional areas:
  - a. Captain, Patrol Operations Division
  - b. Captain, Special Services Division
  - c. Special Assistant to the Chief of Police, Police Services Administration and Administrative Services
  - d. Financial Analyst, Police Services Administration and Administrative Services
  - e. Emergency Preparedness Specialist, Police Services Administration and Administrative Services
2. The Captain, Patrol Operations Division is the head of patrol operations and has responsibility for the oversight of the division ensuring compliance with the Police Chief's operating philosophy which includes a heavy emphasis on

community policing. He/she is responsible for all personnel matters, operational procedures and planning and day to day operations, including special events. The Captain is responsible for dissemination of operational directives and ensures that management and police leadership team policies and procedures are carried out. The Captain, Patrol Operations oversees the Parking and Transportation Services Division through the Parking and Transportation Services manager. He is also the senior Captain in the department and second in command behind the Chief of Police.

The Captain is a member of the management team of the Department and may serve as officer in charge of the department in the absence of the Chief. Reporting directly to the Captain, Patrol Operations include the following positions:

- a. Lieutenant of Patrol Operations
  - b. Manager, Parking and Transportation Services
  - c. Patrol Sergeants (2 – day watch)
  - d. Sergeant in charge of Traffic Safety/Motor Unit
  - e. Corporal in charge of the K9 Unit
3. The Captain, Special Services is the head of all special services functions having responsibility for the oversight of the special services division which includes all personnel matters, operational procedures and planning and day to day operations of the training/professional development, investigations, records, crime prevention, information technology, and accreditation units/functions. The Captain is responsible for dissemination of operational directives and ensures that management and police leadership team policies and procedures are carried out. The Captain is a member of the management team of the Department and may serve as officer in charge of the department in the absence of the Chief.

Reporting directly to the Captain, Special Services include the following positions:

- a. Detective Sergeants, Investigations Unit (2)
  - b. Training Coordinator
  - c. Administrative Assistant to the Captain, Special Services
  - d. Records Administrator
  - e. Matador Patrol Program Student Coordinator
4. The Lieutenant, Patrol Operations reports directly to the Captain, Patrol Operations and has responsibility for the oversight of the division's night watch ensuring compliance with the Police Chief's operating philosophy which includes a heavy emphasis on community policing. He/she is responsible for personnel matters, operational procedures and planning and day to day operations, including those special events assigned to him/her. The Lieutenant is responsible for dissemination of operational directives and ensures that management and police leadership team policies and procedures are carried out.

The Lieutenant is a member of the management team of the Department and may serve as officer in charge of the department in the absence of the Chief and



Captains. Reporting directly to the Lieutenant, Patrol Operations include the following positions:

- a. Patrol Sergeants (2 – night watch)
  - b. Dispatch Supervisor
5. The Manager, Parking and Transportation Services reports directly to the Captain, Patrol Operations and is the first line manager of the parking and transportation division. He/she is responsible for the oversight of the division which includes all personnel matters, operational procedures and planning and day to day operations, including special events. The following positions report directly to the Manager, Parking and Transportation Services:
- a. Assistant to the Manager, Parking and Transportation Services
  - b. Parking and Transportation Services Office and LiveScan Supervisor
  - c. Parking and Transportation Services Special Events, Parking Enforcement Officer (PEO), and Booth Attendant Coordinator
  - d. Parking and Transportation Services Technician
6. The Detective Sergeant, Major Crimes, supervises, oversees and/or acts as investigator for crimes and/or incidents involving robbery, homicide, officer-involved shootings, arson, weapons violations, crimes against persons (except those listed for the Detective Sergeant, Special/Sensitive Crimes below), computer/information technology crimes, identity theft, forgery/fraud/counterfeiting, property crimes, traffic collisions, traffic-related crimes (i.e. DUI, evading, etc.), as well as those cases assigned by the Captain of Police Operations, Chief of Police or their designees.
- In addition, this position supervises the Department Information Technology (IT) unit, performs liaison roles (LA County terrorism, LAPD, LA District Attorney, LA City Attorney), coordinates the department's sex offender registrant program, has VIP security/protection duties as assigned, asset forfeiture program, is responsible for case/file management coordination for Investigations, is a member of the Threat Assessment team and a supporting crime scene processing technician and property/evidence custodian.
7. The Detective Sergeant, Special/Sensitive Crimes, supervises, oversees and/or acts as investigator for crimes and/or incidents involving child abuse, domestic violence, rape and sexual assault, hate crimes, juvenile crimes, missing persons and runaway cases as well as those cases assigned by the Captain of Police Operations, Chief of Police or their designees. This Sergeant is also the unit head for the Threat Assessment team and is lead investigator for these cases, coordinates victim and witness programs including protection/restraining orders, disabled and mental illness cases and is the lead processing technician and senior property/evidence custodian. Other duties involve supervising surveillance/undercover details; search warrant servicing; and other duties as assigned.
8. The Patrol Sergeant is the shift supervisor and has direct line supervision and is responsible for the conduct and performance of University police officers on each watch. Sergeants, when assigned to night watch, are also directly

responsible for the oversight of the Housing Community Policing program. The Patrol Sergeant may act as the senior officer in charge in the absence of command staff, the administrative sergeant and detective sergeant.

9. Corporals assigned to a watch may act in the Patrol Sergeant's absence as the shift supervisor. When a Sergeant is assigned to a watch, the Corporal is second in command of the watch and will assist the Sergeant with duties as assigned.
10. The Dispatch Supervisor has primary oversight and coordination of the department 911 PSAP communications center. He/she is responsible for ensuring consistent application of professional standards and operational procedures, and planning and day to day operations of the Communications Center. Six (6) dispatchers report directly to the dispatch supervisor.
11. Police officers are normally assigned to patrol but may have special assignments as determined by the Chief of Police such as the housing community policing team, task force duty, K-9 unit, etc. Police Officers are responsible for patrolling the campus by vehicle, motorcycle, T3, foot or bicycle and monitoring criminal activity, traffic and parking citations, safety hazards, crime prevention and community relations tasks, medical response and providing assistance to citizens in need.
12. Police cadets are non-sworn police services personnel in training to be police officers. They may be assigned to work in the department for a limited period of time prior to attending the police academy or post-academy while background investigations are in progress. Cadets shall normally wear distinctive khaki colored uniforms to distinguish themselves from sworn officers and they will be assigned clerical, administrative, crime prevention and other tasks as deemed appropriate by the Chief of Police while in this classification.

In addition to job responsibilities outlined in individual job descriptions, non-management officers are also responsible for job expectations outlined in the Department's Field Training Officer Program. These expectations supplement job descriptions and provide the foundation for excellent job performance (See department policy 07-P.A.-007 – Performance Evaluations for police officer, first line supervisor and detective job expectations).

13. The Communications Unit, which is made up of six dispatchers, is supervised by the Communications/Dispatch Unit Supervisor and manages radio and telephone communications. Dispatchers coordinate both business and emergency communications (911) and receive calls, dispatch to police and parking personnel, monitor activity, enter information into the police information management system (RIMS) and other law enforcement computer networks and monitor campus alarm systems.

Dispatchers staff the communications console 24 hours a day and must be proficient in computer technology, automated records management, telecommunications, records management, Department of Justice records laws, other duties as assigned and pass the POST dispatch course.

14. The Emergency Preparedness Specialist reports to the Chief of Police and is responsible for implementation of the university emergency preparedness

program. This includes training, assessments, drills, regulatory compliance and assisting the Chief of Police with long range planning.

15. The Crime Prevention Function is coordinated by the Captain of Special Services. This function involves the coordination of all crime prevention educational programs and participating in related community relations functions.
16. The Community Relations Function is coordinated by the Special Assistant to the Chief of Police/Public Information Officer (PIO). This function involves coordination of all community relations and public information functions for all divisions within the Department. The Special Assistant reports directly to the Chief of Police and also has oversight for the department's human resources responsibilities.
17. The Financial Analyst reports directly to the Chief of Police and is responsible for all fiscal and budget matters in the department under the direction of the Chief of Police. This position also oversees all payroll and procurement and supervises the administration office's administrative assistant.
18. The Records Unit is supervised by the Captain of Special Services and operates Monday – Friday during normal business hours. The Records Unit maintains all records held by the department, enters and edits information in the records management system, releases information per state law, compiles the Daily Crime Log, processes impound releases, performs records checks, prepares statistical reports for documents such as the federal Clery compliance law annual report, manages the customer satisfaction surveys and campus DMV Pull Notice program and other duties as assigned.
19. The Professional Standards and Training Unit is responsible for the coordination of all training programs for sworn and civilian personnel. This responsibility encompasses planning the annual training calendar, coordination and assignment of training, long range planning, professional standards compliance tracking for POST requirements, training policy and procedure development, input and maintenance of staff training in the training records management system, assisting with the accreditation program and other duties as assigned. This position reports to the Captain, Special Services and is primarily a Monday-Friday, normal business hours position.
20. The LiveScan Fingerprinting and Notary Services Unit is responsible for providing fingerprinting and notary services to members of the CSUN community as well as servicing the public from the San Fernando Valley area. This unit is also responsible for providing internal identification card issuance to all members of the CSUN Department of Police Services. The supervisor of the LiveScan Fingerprinting and Notary Services Unit is responsible for supervision of the reception counter and reports to the Manager, Parking and Transportation Services Division.
21. The Traffic Safety Unit is a part of the Patrol Operations Division. Motorcycle units are assigned to various areas on and around the university campus with their primary function focusing on traffic enforcement (moving violations) and related traffic safety and enforcement education.

22. The Parking Enforcement Unit is part of the Parking and Transportation Services Division. The Parking Enforcement Unit includes all parking enforcement officers. This unit is primarily responsible for parking permit enforcement on the CSUN campus, parking lot management and traffic control.
23. The Transportation Unit is also part of the Parking and Transportation Division. This unit, under the supervision of the Transportation Coordinator, is responsible for the university's transportation program and tram service. This includes all programs promoting carpooling, transit services and other alternatives to single driver commuting to the university. The Transportation Coordinator is also responsible for the department's lost and found program. This position reports to the Manager, Parking and Transportation Services Division.
24. The Special Events section of the Parking and Transportation Services Division is responsible for arranging parking and support services related to parking and traffic for all events that occur on campus. Reporting to the Special Events coordinator are the community service specialists who staff the campus information booths. Information booths are a resource for the CSUN community and general public for directions, parking information and permits and campus information. The Special Events Coordinator reports directly to the Manager, Parking and Transportation Services Division.

## V. PROCEDURES

- A. It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the Department and to perform to the best of the employee's ability those duties assigned by a supervisor.
- B. Officers who hold a supervisory rank or designation have authority over all subordinates and supervision shall be exercised generally only within the supervisor's scope of assignment. However, in an emergency or for the good of the Department, it may be necessary for a supervisor to provide functional supervision by directing or correcting an employee who is subordinate to another supervisor.
- C. The chain of command for sworn personnel within the Patrol Operations Division, under normal operating conditions, is as follows:
  1. Chief of Police
  2. Captain, Patrol Operations
  3. Lieutenant, Patrol Operations
  4. Sergeant
  5. Corporal
  6. Officer in Charge
  7. Officer
- D. Command Protocol
  1. In the absence of the Chief of Police, and unless otherwise determined by the Chief of Police, the Captain, Patrol Operations shall act as the Department Executive Officer. In the absence of the Captain, this role shall be assumed by

the Captain, Special Services. In the absence of all aforementioned command staff members, the Lieutenant, Patrol Operations will assume this role. In the event the Chief of Police and all command staff members are absent, the Sergeant, Patrol Shift Supervisor, (unless specified otherwise in advance) shall be in charge. In the event that there are two or more Sergeants on duty, the most senior ranking Sergeant shall be in charge.

2. In normal day-to-day Department operations, the chain of command established by the Department organizational chart will be adhered to.
3. In Department situations involving personnel of different functions engaged in a single operation where prior command authority has not been assigned, the highest-ranking officer shall assume command. However, supervisors are cautioned not to arbitrarily assume command in normal situations from junior ranking members without sound justification.
4. In exceptional situations where two officers of equal rank are the senior officials present and where functional assignment is not a determining factor, then seniority shall be used to determine who is in charge.
5. For all pre-planned and special events, an Incident Commander will be assigned as part of the event planning phase.
6. Obedience to Lawful Order: Employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.
7. Unlawful Orders:
  - a. Command and supervisory officers shall not knowingly issue any order, which is in violation of any law or ordinance or Department rule.
  - b. Obedience to an unlawful order is never a defense for an unlawful action. Therefore, no officer or employee is required to obey any order, which is contrary to federal law, state law, or presidential directive.
  - c. Officers and employees who believe they have received an unlawful order shall promptly bring the matter to the attention of the supervisor of the person issuing the order.
  - d. Responsibility for refusal to obey rests with the officer or employee. He/she shall be strictly required to justify his/her actions.
8. Conflicting Orders:
  - a. Upon receipt of an order conflicting with any previous order or instruction, the officer or employee affected will advise the person issuing the second order of this fact.
  - b. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. It is expected that the individual

issuing the second order will attempt to resolve the order conflict by discussion with the person who issued the original order (assuming they are available for discussion). If that person is not available, the person issuing the second order is responsible for making the decision as to which order the employee shall follow. Normally, orders issued by persons of higher rank shall not be countermanded unless there is reasonable necessity for the good of the Department.

E. Communication, Coordination, and Cooperation Among Functions

1. Members of the Patrol Operations Division will attend a daily roll-call briefing, prior to the start of each watch, as a method of facilitating communication and coordination of any events scheduled during the day. When appropriate, members of Investigations, Parking, Matador Patrol, Crime Prevention and Dispatch who are on duty and available at the time of the briefing may also attend. General briefing information for the good of the watch will be disseminated first and then law enforcement information which is sensitive or restricted will be provided to sworn officers after civilian staff have been dismissed from the briefing. Information to be disseminated shall include but not be limited to a description of the previous shift's activities and that which is administrative and operational in nature. (Refer to Procedural Directive 2007-009 for briefing procedures.)
2. The Shift Supervisor will facilitate these briefings and may delegate portions of the briefing to other staff.
3. Briefings will also be held prior to any scheduled major events on campus. These briefings will include members of all Department functions who are working the event. The highest ranking officer in charge of the event (Incident or Event Commander) will normally facilitate these briefings.
4. Following any major events on campus, a post-event briefing to discuss incidents, operational issues, etc. which occurred during the event will be held with shift supervisors and any available staff. If the duration of event is so long that discussion on recommendations for improvements for future events would be more productive at another time, then further communication will be scheduled as soon as possible after the event.

F. Command Structure: Authority and Responsibility

1. Chief of Police
  - a. The Chief of Police is the chief executive officer of the department and the final departmental authority in all matters of policy, operations and discipline. The Chief of Police exercises all lawful powers of the office and issues such orders as are necessary to assure the effective performance of the Department.
  - b. Through the Chief of Police, the Department is responsible for the enforcement of all laws and University directives coming within its jurisdiction. The Chief of Police is responsible for planning, directing,



coordinating, controlling and staffing all activities of the Department. The Chief is responsible for enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority, and for the Department's relations with the students and faculty and University staff as well as the broader community surrounding the University.

## 2. Captain, Patrol Operations

- a. Subject to direction from the Chief of Police, the Captain has indirect control over all officers and employees within the Police Division. In the absence of the Chief, he/she is second in line in the chain of command behind the Captain, Special Services Division – the third in command of the Department. When the Captain, Patrol Operations is on leave, the Captain, Special Services Division will oversee management of the Lieutenant, Patrol Operations who will maintain management of the Patrol Operations Division.
- b. In addition to the general and individual responsibilities of all officers and employees, the Captain is responsible for the following:
  - 1) Command: The inspection, direction and control of personnel under his/her command to assure proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command or supervision in his/her absence.
  - 2) Loyalty: The development and maintenance of an esprit de corps and loyalty to the Department.
  - 3) Discipline and Morale: The maintenance of discipline and morale within the Department and the investigation of personnel complaints not assigned elsewhere.
  - 4) Inter-Divisional Action: The promotion of harmony and cooperation within other units of the Department. Initiations of proper actions in cases not regularly assigned to his/her command when delay in action might result in failure to perform a police duty.
  - 5) Organization and Assignment: Proper organization and assignment of duties within the sections and units under his/her command to assure proper performance of departmental functions.
  - 6) Reports and Records: Preparation of required reports and correspondence, and maintenance of records relating to the activities of his/her command. Assurance that information is communicated up and down the chain of command as required.

- 7) Maintenance: Assurance that equipment, supplies and materials assigned to his/her division are correctly used and maintained.

### 3. Shift Supervisors (Watch Supervisor)

- a. The Shift Supervisor, during his/her tour of duty exercises the same authority and has the same responsibilities as a commanding officer, subject to the authority of the Captain, Patrol Operations and Chief of Police. Normally, the shift supervisor is a Sergeant. However, in the event the Sergeant is absent, the Corporal is the shift supervisor. In the absence of a Corporal, the senior officer on duty is in charge of the watch.
- b. In addition to general and individual responsibilities of all employees, the Shift Supervisor is specifically responsible for the following:
  - 1) Good Order: The general and good order of his/her command during a tour of duty (watch) to include proper conduct, discipline, welfare, field training and efficiency.
  - 2) Roll Call/Briefing: Conduct of prescribed roll calls, communication of all orders or other information at briefings and inspection and correction of his/her watch, as necessary.
  - 3) Reporting: Reporting (both written and oral) as required by the Captain, Patrol Operations. Maintenance of such records as specified by the Captain and Chief of Police.
  - 4) Personnel Complaints: Inquiry into personnel complaints against officers or employees under his/her command in accordance with the appropriate departmental directives.
  - 5) In the absence of all members of the Command Staff who regularly exercise authority over the Department, the Patrol Operations Division Shift Supervisor shall be designated as the ranking authority of the Department. This authority and responsibility is not limited or confined to his/her own division, but shall include supervision over and responsibility for all Department personnel.

### 4. Supervisors

- a. A supervisor may be assigned to field or staff duties. During his/her watch, he/she must closely supervise the activities of subordinates, making corrections where necessary and commending where appropriate.
- b. Also, each supervisor is specifically responsible for the following:
  - 1) Leadership: Effective supervision demands leadership. Provision of leadership shall include on-the-job training as

needed for efficient operation and coordination of effort when more than one officer or employee is involved.

- 2) **Direction:** Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside his/her usual sphere of supervision if the police objective or reputation of the Department so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than his/her own to leave a regular assignment, the supervisor so directing will inform the subordinate's supervisor as soon as possible.
- 3) **Enforcement of Rules:** Supervisors must enforce Departmental rules and regulations and ensure compliance with departmental policies and procedures.
- 4) **Inspection:** Supervisors are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable actions in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- 5) **Assisting Subordinates:** Supervisors shall have a working knowledge of the duties and responsibilities of their subordinates. They shall observe contacts made with the public by subordinates, be available for assistance or instruction as may be required and take active charge when necessary.

#### G. Unity of Command

1. Each employee is accountable to only one supervisor at any given time.
2. Each organizational component is under the direct command of only one Supervisor.

#### H. Authority and Responsibility

1. At every level within this Department, responsibility is accompanied by commensurate authority.
2. Each employee is given the authority to make decisions necessary for the effective execution of their responsibilities.
3. Each employee is accountable for the use of delegated authority. The delegation of authority should be consistent with this Department's vision, mission and values statement.
4. Every supervisor will be held accountable for the activities of employees under their immediate control.

## VI. WRITTEN DIRECTIVE SYSTEM

### A. California State University (CSU) System-Wide Policy Manual

The agreement between the Board of Trustees of the California State University and the Statewide University Police Association required the development of a system-wide policy manual for University Police Departments. This manual was designed to establish policies that are applicable to all campuses in the California State University System. Each Chief of Police is charged with establishing policies and procedures that are specific to his/her own Department, however, these procedures may not conflict with the System-wide Manual. A copy of this manual is available in the bookcase within the police briefing room.

### B. California State University (CSU) System-Wide Guidelines

In addition to the system-wide policy manual, coded memoranda, technical letters, and Executive orders related to public safety, the system-wide guidelines provide guidance on a host of issues including standards of conduct, arrest and search and seizure, use of force, etc. The CSU expects campuses to supplement these guidelines based on local needs. Within the California State University, Northridge Police Department these guidelines have been incorporated into the written directive system. Each policy issued by the department advises whether or not the subject matter and therefore all or part of the document is a system-wide guideline.

### C. California State University, Department of Police Services Policy Manual

1. The Department's written directive system is based on the Vision and Mission and Values Statements which is provided to all employees during their initial new employee/field training officer training program and again reiterated to all department personnel annually during the annual in-service training and policy/procedure update review program (see page *i* of the policy manual).
2. The Department written directive system (or policy and procedure manual) is organized and indexed into nine sections as follows:
  - a. Section I: Organization and Administration
  - b. Section II: Personnel Administration
  - c. Section III: Law Enforcement Operations
  - d. Section IV: Criminal Investigations
  - e. Section V: Crime Prevention and Crime Analysis
  - f. Section VI: Training and Career Development
  - g. Section VII: Specialized Operations and Responses
  - h. Section VIII: Support Services
  - i. Section IX: Procedural Directives

Additionally, the Parking and Transportation Services Division will have some policies and procedures within this manual but will also have stand-alone written guidelines that may also be used for University Police.

Any policies and procedures or rules and regulations that were issued by the prior police administration which have not been rescinded by the present Chief of Police are filed in a separate policy book and are to be considered in force and in effect until rescinded by the current Chief of Police. Those directives are maintained in a ring binder in the police briefing room.

3. All personnel are encouraged to forward information to the Chief of Police through a written memorandum on suggested changes in the policy and procedure indexing system. Grouping of related tasks that promote ease in understanding is a continual goal.
4. Procedures for purging and revising:
  - a. The Department policy and procedure manual will be reviewed annually and updated, if necessary, by the Chief of Police and her designees to ensure they do not contradict other existing and/or revised policies, procedures, directives, applicable laws, or institutional policies. Normally, those staff with subject matter expertise will be given copies of policies for review and updating prior to those policies being reviewed by command staff and the Chief of Police. Other means of soliciting feedback on updates for policies and procedures is as follows: discussions at staff meetings, distribution to personnel for comment and/or distribution for feedback to an affected unit or personnel.
  - b. Any employee with suggestions for policy and/or procedure revisions or new information should forward this information via the chain of command to the Chief of Police for consideration via a written memorandum.
  - c. At the time any written directives are no longer needed, they will be purged from the system. Purging is the sole responsibility of the Chief of Police.
  - d. Updates to hardcopy manuals are the responsibility of the individuals to whom the manual has been assigned.
5. Statements of department policy: The written directives shall be an official and certified statement of department policy concerning the subjects delineated within context of the system. The written guidelines provide procedures for carrying out department activities and shall act as an informational resource for all employees.
6. General orders, which are permanent directives concerning policies, rules, and procedures, will be placed in the manual and numbered utilizing a standard format. The numbering system is established as follows:

EX. 02-O.A.-001

The first two numbers, 02, delineate the year the policy was first issued.

The letters are abbreviations for the chapter within the policy manual where the policy is indexed. In this example, O.A. represents Organization and Administration.

The last three numbers, 001, represent the order of issue of policies within the chapter of the policy manual. In other words, in this example, this is the first policy issued under the Organization and Administration chapter. The numbering sequence for general orders within the policy book is maintained by the Chief of Police.

Procedural Directives are numbered in sequence according to year. For example, 2006-003 means the third procedural directive issued in the year 2006. At year's end, the numbering sequence would start at zero for calendar year 2007. The numbering sequence for Procedural Directives is maintained in chart format by the Special Assistant to the Chief of Police.

7. All general orders will have the same format, and contain the following Information in the header of the policy:
  - a. Policy/Procedure Number;
  - b. Number of Pages (i.e. Page 1 of 8);
  - c. Subject;
  - d. Effective Date and Review Date;
  - e. Amends/Supersedes – this line includes title, date and number of past versions of the policy so that revisions can be tracked
  - f. IACLEA Standard – this line includes all applicable professional standard numbers from the IACLEA accreditation program manual.
  - g. CSU Police Departments System-wide Operational Guideline – Yes or No. This line indicates whether or not (indicated by yes or no) a policy incorporates the CSU System-wide guideline. No means there is no guideline on the subject matter of the policy.
  - h. Approved: This line indicates the Chief of Police's approval for the applicable policy.
8. Procedural Directives are issued in standard memo format with to/from, subject, date and procedural directive number. These directives deal with a range of department activities and provide guidance on how to address certain issues. Sometimes such directives are issued in advance of a policy and are rescinded when the policy is put in place.
9. Briefing Directives are issued by command staff for the Patrol Operations Division. They are normally temporary instructions or orders that give direction on a particular police or security matter that has a start and stop date or requires attention for a period of time. These directives are issued in the same format as procedural directives except that they do not have a numbering system.
10. In addition to the policies and procedures, the Department policy and Procedure manual also contains the Vision, Mission and Values Statement, the Oath of Office wording and the Law Enforcement Code of Ethics. A Table of Contents follows these items.



11. Only the Chief of Police has the authority to issue, modify, and approve Department written directives including policies and procedures, rules and regulations, procedural directives, personnel orders, etc. Command staff (Captains and Lieutenant) may issue procedural directives and personnel orders which are binding on employees. Supervisory staff may issue memoranda unless otherwise authorized by the Chief of Police to issue another type of written directive.
12. All members of the department receive the department policies and procedures in disc format. Additionally, the Chief of Police, Captain of Patrol Operations, Captain of Special Services, and the Communications center have hardcopy versions.
13. Acknowledgement by all department employees, indicating receipt of the policy disc and review of disseminated directives, will be accomplished through the use of the written directive receipt form which is distributed by the Training Coordinator. The signed forms will be filed by the Training Coordinator in a file established for this purpose.

## VII. AUDITS/INSPECTIONS

### A. Line Inspection Procedures

#### 1. Responsibility

Supervisors and managers in each organizational component of the Department of Police Services are responsible for conducting periodic line inspections of the organizational components within their respective units. This includes but is not limited to use and maintenance of equipment, status and condition of workspace/facility areas, adherence to department policies, procedures, and directives, and uniforms and personal appearance.

#### 2. Frequency, Procedures, and Documentation

Spot check inspections of each organizational component of the department shall be conducted unannounced on a quarterly basis (e.g. every three months) by the designated area/unit supervisor or the accreditation manager (currently the Captain of Special Services). However, Police patrol shift supervisors shall conduct their inspections on a weekly basis utilizing the CSUN P.D. Patrol Line Inspection Checklist (found on the CSUN DPS server "Police/Data/Forms" and in Appendix "A" of this policy). Patrol Operations commanders and the accreditation manager will occasionally participate in the patrol inspections to spot check that department and accreditation standards are being met. All other department unit supervisors shall document their spot checks utilizing the CSUN DPS Unit Line Inspection Checklist (Appendix "B"). Department managers (e.g., Command Staff) are responsible for ensuring mechanisms such as line inspections are consistently performed for achieving accountability within their respective division and units.

#### 3. Follow-Up on Components Requiring Correction and Documentation

Unit supervisors are to instruct their subordinates to immediately correct those areas deemed not meeting standards, or request through the appropriate channels the resources or services required to make the necessary correction(s). A written follow-up report (standard memo format) for corrective action taken in correcting said deficiencies shall be provided to the appropriate command staff member by the responsible supervisor within two working days of the request for correction being made. The follow-up report should include all items corrected and any noted deficiency which could not be corrected within two working days, citing the reason(s) why the corrections could not be made, approximate time it would take to make the correction, and any recommendations that may assist in expediting the correction.

4. In January of each year, a summary of each function's quarterly line inspections for the previous year shall be completed by the respective department manager and forwarded to the Accreditation Manager who will compile all line inspection reports and forward them to the Chief of Police for review.

#### VIII. APPENDICES

- A. CSUN P.D. Patrol Line Inspection Checklist
- B. CSUN DPS Unit Line Inspection Checklist







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POLICY/PROCEDURE NUMBER: 07-S.O.-011      Page 1 of 42 with five Appendices

SUBJECT:      POLICE SERVICES COMMUNICATIONS

EFFECTIVE DATE:      January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Department Policies 100-20: Dispatch Area Security, Feb. 5, 2001; 200-10: Elevator Response, Jan. 1, 2000; 200-7: Emergency Notification System, Oct. 15, 1999; 200-6: Emergency Telephones, Jan. 1, 2000; 100-11: Patrol Beats, Jan. 24, 2000; Department Procedural Directives 2003-07: Blue Light Emergency Telephone Information, May 12, 2003; 2003-10: Dispatch and Police Response to Elevator Emergency Calls, June 25, 2003; 2003-13: Emergency Blue Light Response Procedures, Nov. 24, 2003; 2003-11: Student Health Center requests for Ambulances, Aug. 29, 2003; 2004-006: Revision of Procedural Directive Governing On-Campus Injury Notifications, Aug. 3, 2004; 2004-06: Police Notification to Environmental Health & Safety, Aug. 3, 2004; 2004-007: Log Entry onto JDIC/CLETS, Aug. 10, 2004; 2005-01: LAPD Radio Unit Designations for CSUN PD, March 12, 2005; 2005-10: Notifications in Medical Emergency Situations, Aug. 27, 2005; 2005-11: Radio Log Documentation, Aug. 31, 2005; 2005-12: Medical Calls and Assistance from Klotz Health Center, Sept. 6, 2005; 2007-02: Police Officer Call Sign Change, Feb. 16, 2007; and 2007-03: Consolidated Dispatch, March 5, 2007; 2004-015: Science 1101 Alarm (Howitzer Room), December 23, 2004; 2004-014: Blood and Infectious Materials Clean-Up, December 6, 2004; 2005-003: RIMS/Patrol Designations, May 12, 2005; 2008-003: NOAA Public Alert Radio, September 25, 2008; August 9, 2007 version entitled Public Safety Communications; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARDS: 9.1.1(b), 9.1.3, 9.1.6, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.1.9, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6, 11.2.7, 16.1.11(b)(c)

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE - NO

APPROVED: [REDACTED]

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## I. PURPOSE

The purpose of this directive is to establish guidelines, policies, and procedures related to the public safety communication responsibilities and functions within the California State University, Northridge Department of Police Services (CSUN DPS) and its Communications Unit.

## II. POLICY

The CSUN DPS will maintain a Communications Unit responsible for coordinating communications in emergency and non-emergency situations. This unit is staffed 24 hours a day, 365 days a year to receive emergency and non-emergency calls for service, and provide two-way radio communication to on-duty personnel coordinating a comprehensive field-reporting program and the safety of all field personnel.

## III. DEFINITIONS

- A. Blue Light Emergency Telephone System: Tall blue cylindrical poles, silver aluminum wall units, and yellow colored TTY/TDD call boxes are located throughout the university campus with a blue light on top, a red button on the front, a speaker phone, and the word "EMERGENCY" printed on the pole. The yellow TTY/TDD call boxes have keyboards for the typing of messages for hearing impaired, deaf, and disabled community members. Upon pressing the red button, a call is immediately placed to the CSUN DPS dispatch center on the VESTA 911 line and the blue light on top of the pole begins to flash. Communication between the caller and emergency dispatcher initiates thereafter. Calls from and responses to activations from this phone system are treated similar to 911 emergency telephone activations.
- B. Computer Aided Dispatch: Records Information Management System (CAD/RIMS) is a real time incident tracking system. It is designed to allow police dispatchers the ability to enter, track, and close multiple incidents as they occur throughout the day.
- C. Emergency Situation: An actual or potential condition that poses an immediate threat to life or property.
- D. General Assistance: Services of a non-emergency nature provided by agency personnel, such as providing information or directions and assisting motorists.
- E. Incident: An event that requires law enforcement action or the dispatching of officers in response to a request for law enforcement services. This includes any incident, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.
- F. Mobile Unit: The radio equipment mounted in a police vehicle.
- G. Neighboring Jurisdiction: A law enforcement agency in an adjoining city or other unit of government.
- H. Outside Jurisdiction: Another municipality, county or state.
- I. Peace Officer: As related to this directive, an officer, who through their own observation, a citizen contact, or by the receipt of an emergency or routine call for service via the Dispatcher, responds to the scene and takes appropriate police action as required by law and the policies of the CSUN DPS
- J. Police Dispatcher: The communications person who receives all emergency and routine calls for service and through a logical line of questioning, determines the



nature of the call and the appropriate initial response. The Dispatcher is usually the first person contacted by a victim or witness.

- K. Portable Unit: A handheld 2-way radio that can be carried by officers.
- L. Provider Agency: An agency that provides service, equipment, or supplies to another agency.
- M. Radio Communication Console: The primary radio controls utilized by the dispatchers located in the Communications Center.
- N. Repeater/Base Station: The CSUN DPS UHF and VHF repeater base stations are located on top of the Sierra Tower, which enable the repeater stations, mobile, and portable units to have reliable communications in our geographical area.
- O. Service Community: Those persons working or residing in the agency's jurisdiction.
- P. Single Point of Contact: A specific person, position, organizational component, or phone number.
- Q. State-wide, Regional, or Area Law Enforcement Radio System: A radio communications network that permits the law enforcement agencies' communication centers within a state, region, or area to communicate with each other.
- R. Victim: A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property.
- S. Witness: A person who has information or evidence relevant to the investigation of a specified crime.
- T. JDIC: Justice Data Interface Computer which is operated for the CSUN DPS by the Los Angeles County Sheriff Department
- U. CLETS: California Law Enforcement Telecommunications System

#### IV. SECURITY PROCEDURES

##### A. Communications Center Facility and Equipment Security

1. Access to the Communications Center will be limited at all times to protect personnel, equipment, the facility, and confidential information.
2. Only the following authorized personnel are allowed in the Communications Center:
  - a. All on-duty dispatchers;
  - b. On-duty watch supervisor;
  - c. Any dispatch or police personnel trained and designated to relieve the on-duty dispatcher for scheduled breaks;
  - d. Other sworn personnel as required for operational need;
  - e. Alarm (i.e., Simplex), information technology, and equipment technicians, or other personnel needing access upon authorization of the Chief of Police, any command staff member, or the Investigations Sergeant in charge of the IT function;
  - f. Any member of the command staff; and
  - g. Chief of Police
3. Transactions with department personnel shall normally be conducted through the pass-through window located within the report writing room.
4. The doors to the Communications Center are to remain closed and locked at all times. Prior to each shift, the on-coming dispatcher shall

- check the north and south entry doors to ensure they properly close, latch, and lock. Any problems with door hardware or security issues shall be immediately reported to the on-duty police shift supervisor.
5. All activities/transactions held within the communications center (i.e., radio/phone transmissions, conversations, viewing of law enforcement/department data base systems, etc.) are confidential in nature and discussions regarding these activities are prohibited except in discussions with sworn law enforcement, dispatchers, and other personnel with a need to know.
  6. Cellular telephone use is prohibited within 6 feet of the dispatch consoles unless an emergency situation requires use of the cellular telephone in the course of the dispatcher's 911 PSAP duties (i.e., use of a cell phone behind the communication information rotunda is an appropriate distance). This is due to the confirmed interference that cellular telephones cause to the police radio transmissions.
  7. The south communication center exit door shall only be used as a point of entry/exit by dispatchers and police shift supervisors. All other department personnel including police officers, vendors, and facility maintenance workers shall enter through either the east or west entry/exit doorways. This door shall never be left in a propped open state, to ensure the utmost security level of the communications center.

B. Security of Automated Systems:

1. All Police Department personnel shall log off the Records Information Management System (RIMS) and JDIC/CLETS automated systems when they are no longer using such systems or prior to leaving a system unattended.
2. Police Department personnel shall not share passwords on any automated system.
3. In the event that no department personnel are available with a JDIC/CLETS terminal password, a telephonic request may be made to a sister campus for the needed CLETS information. University police departments available for contact include CSU Los Angeles, CSU Dominguez Hills, and CSU Long Beach (all of which are on the Los Angeles Sheriff's JDIC system and have the same user agreement as this Department). In the event such a call is made, the on-duty police shift supervisor shall provide me with a memo stating that contact was made and with whom, date, time, information requested, results of request, and related CSUN DPS crime or incident report number. This information shall be maintained by the Police Operations Commander in the event an audit is conducted by POST or the LASD.

C. Backup Resources:

1. Backup Radio – In the event that the main channel (CSUNPD UHF) on the Motorola radio console becomes inoperable, use of the backup channel (CSUNPD VHF) shall be implemented. If this channel does not work, the radio system within the mobile command operations trailer shall be activated and utilized until normal radio communications are restored.

2. Portable Radio – The use of a portable radio by the dispatcher shall be used if all other options have been exhausted.
3. In the event of the failure of any radio system, the dispatcher shall immediately notify their Patrol Operations Commander (Captain or Lieutenant) and the emergency Motorola authorized technician (i.e., Advanced Electronics).
  - a. The dispatcher will complete a Radio Repair and Maintenance Request form and submit it to the department's IT technician. (Appendix A)
  - b. A copy shall also be made and placed into the department's financial analyst's mailbox.

D. Security of CSUN DPS Facility

1. The CSUN DPS Communications Unit is responsible for monitoring the Police Department's closed-circuit security system which is comprised of door/gate control, motion sensor, closed caption television (CCTV), panic alarm, and intercom systems. This unit is also responsible for monitoring the department's CCTV system which currently operates the off-campus University President's home and B3 parking structure bicycle parking compound.
2. The designated dispatch trainers are responsible for training all persons who work in the communications center (both sworn and non-sworn) on operation of the security equipment (documenting said training), while also providing and documenting annual refresher training.
3. The LiveScan Coordinator is responsible for creating employee identification badges via the Department's CCURE system and assigning external gate access upon approval from either a Patrol Operations Commander or the Captain, Special Services.
4. The front lobby door is automatically unlocked at 8:00 a.m. and locked at 8:00 p.m. Sunday through Saturday via the department's security system. After 8:00 p.m., individuals requesting police service shall utilize the intercom to communicate with dispatch and an officer shall be assigned to respond. At no time, unless an emergency exists, shall the door be manually unlocked by dispatch to allow access to the requesting party.
5. Those requesting access to the secured areas of the Police Services facility (University and PPM employees, facility sub-contractors, vendors, outside law enforcement personnel, etc.) must meet in person with a supervisor or appropriate employee (i.e. person with whom the vendor, contractor, PPM, etc. has business) to verify their need and right to access the department facilities or secured parking lot areas prior to gaining entry. Should entry be granted into the police department's internally secured areas (non-public lobby areas and sally port), all visitors/vendors/etc. must be registered at the front lobby and wear a department issued visitor identification badge during their stay, returning the badge and checking-out as they leave. Simplex-Grinnell-Tyco Inc. Fire/Security employees are to be verified as authorized to enter the Police Department facility prior to being granted access through the perimeter gates or doors. Simplex employees are only permitted access to the police facility as needed in the course of their duties. Authorized

personnel may be found on a Simplex approval list issued to the Police Department by Physical Plant Management (PPM) who maintains the university contract with that fire/security/life safety corporation. The authorization list shall be maintained on the Dispatch bulletin board. PPM will provide the department an updated list on a monthly basis.

6. Motion and infrared detection devices have been placed in the following areas and are continuously active: Matador Patrol office, Lost and Found, Evidence, Parking Vault Room, Records, and Armory. Should these sensors activate providing an alarm tone, the dispatcher shall immediately notify the shift supervisor of the activation and assign a unit to investigate the activation. During times when the records unit and any of the other areas listed above are unoccupied (i.e., weekends, holidays, after normal business hours), those operational personnel requiring entry shall notify dispatch prior to entry to alert them of an impending intrusion alarm activation and the need to enter said area(s). Dispatch shall document all notifications of after normal business hour entry into the RIMS daily incident log.
7. In the event of a system or security hardware malfunction and/or failure dispatch is to be immediately advised of the security problem, who in turn will notify the shift supervisor and the appropriate Patrol Operations Commander (Captain or Lieutenant).

E. Security for transmission lines, antennas and power sources:

1. The transmission lines, power sources, and antennas are to remain secured at all times.
  - a. Personnel who find any such areas unsecured are to report the situation to the appropriate Patrol Operations Commander (Captain or Lieutenant). In the event an area is unable to be secured, Physical Plant Management shall be immediately contacted.
  - b. The antennas are installed on roof areas (Police Department and Sierra Tower facilities) where access is limited. Only qualified and authorized personnel shall have entry to these locations. Persons requesting access to these areas must be authorized by the Chief of Police or a member of the command staff prior to entry.
  - c. Transmission lines are secured within conduit and are not readily accessible.
  - d. Alternate power sources (generator and uninterrupted power supplies) are secured within fenced and block walled areas.
  - e. Normal electrical power sources are provided through underground conduit. Any power disruptions are to be reported immediately to the appropriate Patrol Operations Commander (Captain or Lieutenant), dispatch supervisor, and Physical Plant Management.
2. The 911, telecom, and IT equipment room will remain secure within the Communications Center.

3. Access to the above listed areas is restricted. Access is permitted according to job functions of department personnel, authorized equipment technicians, or with the approval of a command staff member.

F. Alternate source of electrical power:

1. Emergency generator – Provides an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary source of power.

Testing and maintenance of the Department's emergency generator shall be in conformance with the manufacturer's recommendations. Testing is conducted and documented once a month by the university Physical Plant Management (PPM) department as coordinated by the Department's IT technician. Any problems encountered during testing shall immediately be reported to the Special Services Captain and PPM for immediate repair. On an annual basis, testing of the emergency generator is to be done under a full load by PPM with results being recorded by the attending University Physical Plant Management generator technicians and Department's IT technician.

2. The Communications Center has the following resources available to sustain transmissions at all times:
  - a. A permanently installed generator;
  - b. Uninterruptible power supply (UPS) that protects all the equipment and computers within the Communications Center;
  - c. A mobile command vehicle/trailer that provides full dispatch capability with its own power source;
  - d. For continued radio transmission, a second radio console/position and a portable radio unit are in place.
3. Procedure in the Event of a Power Failure.
  - a. Utilizing the dispatcher portable radio, confirm if emergency power to the main police repeater is engaged. If not engaged contact the shift supervisor for activation of the emergency mobile command trailer.
  - b. If the dispatch console has power, then emergency power is available and the generator is operating. The dispatcher shall note the start time on a blue communications dispatch card and tape it to front side of the CentraCom Elite radio screen next to the GPS clock display. The generator has 72 hours of operational time before refueling needs to begin and communications personnel are responsible for monitoring the activation time that has elapsed. The appropriate Patrol Operations Commander (Captain or Lieutenant), department IT technician, dispatch supervisor, and Physical Plant Management shall be immediately contacted of the power loss, possibility of refueling, and advised of each 12 hours that have passed since the generator's initial

emergency activation. This process shall continue until normal power has been restored and the generator ceases its operation.

G. Multi-channel mobile and portable radio equipment:

1. Police vehicle radios and portable police radios are equipped with multiple channels capable of two-way communications with other public safety-related departments.
2. Departments presently covered include:
  - a. Los Angeles Police Department
  - b. Los Angeles County Sheriff Department
  - c. Los Angeles Unified School District Police Department
  - d. California Highway Patrol
  - e. CLEMARS (Gold 4 and 22) – County Law Enforcement Mutual Aid Radio/Response System
  - f. Los Angeles county mutual aid frequencies

H. Primary Duties of Communications Personnel:

1. Answer incoming emergency 911, blue light, elevator and non-emergency telephone calls evaluating them to determine whether an emergency or non-emergency response is required. Dispatchers shall advise callers of the department's response, which may include the department's direct response and/or referral to another agency.
2. Receive, monitor and broadcast all radio communications of personnel.
3. Monitor the location and status of all on-duty personnel [police officers, parking officers, information booth attendants, tram drivers, UPA security guards, and Community Service Assistants (e.g., Matador Patrol).]
4. Monitor the Los Angeles Police Department radio frequencies to ensure our officers are aware of any activities in or around our service areas that might necessitate their response.
5. Notify the Los Angeles Police/Fire departments when needed.
6. Notify tow services when requested by field units.
7. Handle security and fire alarm activations.
8. Access local, state, and federal criminal justice information systems to provide NCIC (National Crime Information Center), SVS (Stolen Vehicle System), APS (Automated Property System), AFS (Automated Firearms System), WPS (Wanted Persons System), ROS (Restraining Order System), AWWs (Automated Wants and Warrants System), SRF (Supervised Release File), MPS (Missing Persons System), DOJ (Department of Justice) and DMV (Department of Motor Vehicles) checks as requested. Preparing reports/documents as required.
9. Monitor the Police Services facility and holding cell security systems to include the closed-circuit CCTV, entry doors and gates, panic buttons, intercom, and motion-sensor activations. Monitor the department and campus CCTV systems which operate the department, off-campus president's house, and on-campus cameras. See department policy #2015-S.O.-024: Closed Circuit Television (CCTV) Monitoring and

Recording for those policies and procedures relating to the department and campus CCTV systems.

V. TELEPHONE AND 911/EMERGENCY OPERATION PROCEDURES:

A. 911 and emergency telephone systems:

1. The Plant Electronics VESTA 911 and the campus telephone systems are utilized to provide the campus community with 24-hour, toll-free telephone access for emergency calls, and includes an integrated TDD/TYY telephone access system.
  - a. The Department will continually provide a single Emergency Telephone Number: *911*. The 911 phone system utilized is a dedicated line provided by AT&T, separate from the University's proprietary phone system. This is maintained to ensure a consistent separation of emergency and non-emergency calls.
  - b. The campus non-emergency telephone number, x2111 which is also available 24 hours a day, is still available to anyone who may wish to use this number in an emergency.
  - c. Originating point of 911 (and non-emergency) calls displayed on the Automatic Location Identification (ALI) digital screen are:
    - i. Campus pay telephones
    - ii. "Blue Light" emergency phone systems
    - iii. Elevator emergency phones
    - iv. Housing telephones
    - v. All other campus landline telephones
  - d. The 911 system has a continuous hard-copy printout with CD backup being provided by AT&T. All 911 phone calls are also recorded on the CSUN PD digital PIXYS recording device.
  - e. All information on 911 calls for service is recorded on the 911 printer.
  - f. Each shift, the dispatcher will check to make sure that the printer is in working order and that the paper tray is full.
  - g. The VESTA unit is monitored for equipment failure with notification by AT&T.
    - i. If the system fails, the dispatcher should advise the AT&T repair center that the 911 PSAP (at the California State University, Northridge Police Department) has an alarm condition.
    - ii. The dispatcher is to create an incident number within the CAD/RIMS system listing information regarding the outage and the AT&T contact.
2. The following resources are to be used by the dispatcher to help identify the location of the caller, particularly when the caller is unable to speak for themselves:



- a. An emergency cross-reference list containing campus telephone numbers and their respective locations.
    - b. A campus directory; and
    - c. AT&T's 24-hour security hotline number (877-500-4911)
    - d. RIMS telephone look-up/directory feature
  3. The CSUN DPS 911 has an Alternate Answering Location System, which allows 911 calls to be transferred to the Los Angeles Police Department in the event the CSUN DPS 911 equipment has a total system failure. An alarm box is located within the communications center that will activate in the event of a total system failure. If a failure occurs the dispatcher shall immediately:
    - a. Call the AT&T 911 Repair Operator at 1-877-500-4911 and advise him/her of our agency name and 911 trunk number of 818-911-1883. A repair ticket number will be generated and provided to the dispatcher for recording into RIMS.
    - b. Next, call LAPD Valley Communications Division Watch Commander at 1-818-778-4754 and advise him/her of our situation, obtain his/her call back telephone number, and gain approval for the temporary rerouting of 911 calls to their facility.
    - c. Next, call the AT&T CMAC office at 1-800-540-8121; provide them with the AT&T 911 repair ticket number; and provide the LAPD contact person and phone number who authorized the transfer of the 911 calls. CMAC will contact the LAPD representative to confirm authorization and then make the rerouting switch occur.
    - d. Once the CSUN PD 911 system is repaired and activated, the above actions must be followed again for a switch back of CSUN 911 calls to occur.
- B. Receiving Emergency Calls: Upon receipt of an emergency call (911, Blue Light Phone, and Elevator Emergency Button Activation) the dispatcher shall:
1. Respond, "University 911, please state your emergency" and identify the nature of the call. In the event no one answers, officers shall be dispatched according to section V, subsection C.5 of this policy. The dispatcher shall remain on the line and attempt to make contact with the caller stating, "University 911, please state your emergency. A police officer is being sent to your location." This procedure will be continued until an officer arrives at the location or the party responds to the phone.
  2. If communication is established with the caller, verify the location of the incident and the caller and immediately dispatch an officer to respond and investigate the nature of the call.
  3. If a call is a blue light phone activation, the caller shall be asked to read the metal plate location information on the phone if the phone location information is not readily apparent to the dispatcher via electronic means.
  4. Obtain the telephone number of the caller.

5. Obtain pertinent information such as what happened, anyone injured, suspect description(s), vehicle description, whether or not a weapon was involved and if the suspect is under the influence.
6. The location of the suspect.
7. Extent of any injuries.
8. Immediately dispatch appropriate police units to the location.
9. Continue to obtain updated information from the caller.
10. Immediately disseminate the updated information to the responding police units keeping them apprised of the situation.
11. Describe any pertinent background noises to the police units.
12. Notify the fire department and paramedics as appropriate, advising them of the circumstances. For safety, fire and paramedic units may stage away from the location awaiting clearance from the police that it is safe to approach.
13. Provided it does not compromise the safety of the caller, keep the caller on the telephone until they are contacted by police.

C. Elevator Emergency Calls:

1. Elevator emergency call boxes route to the Department's 911 VESTA emergency call system. Upon receipt of the call, the location of the call will be listed on the VESTA computer screen and the Dispatcher shall respond, "University 911, please state your emergency," and immediately dispatch a police officer to the scene to verify the call and check on the well-being of those in the immediate area. In the event the call location does not show on the VESTA computer screen or is incorrect, press the star button and a message will appear with the correct location.
2. If the dispatcher is able to initiate conversation with the caller, he/she should verify the location of the problem and physical/mental status of the caller.
3. If no one answers the line, the dispatcher shall keep an open line until an officer arrives on scene.
4. In the event a person is determined to be confined within an elevator or on an upper floor without an avenue for egress (e.g., a disabled person in a wheelchair who cannot get down stairs), the dispatcher shall immediately contact PPM and request an electrician be sent to the scene. AMTECH elevator service (or appropriate elevator company on file in dispatch for new campus elevator warranties) should also be notified for all campus and UPA facilities at "818-407-1612" as PPM or housing maintenance will not open or fix a jammed elevator. If the call is received after normal business hours, AMTECH shall be contacted immediately and an estimated time of arrival obtained. This information shall be conveyed to the officer dispatched to the scene, who will remain on scene until such time that the individual is safely removed from the elevator.
5. In the event the responding police officer reports that the individual confined is in emotional distress, the dispatcher shall immediately contact the Los Angeles Fire Department and request their assistance.
6. The responding police officer shall ensure that he/she maintains a continuous presence during the time period an individual is confined

and/or unable to leave. The responding officer shall complete an incident report of the situation prior to the end of watch.

D. Misrouted Emergency Calls:

1. Upon receipt of a misrouted emergency call the dispatcher shall:
  - a. Identify the nature of the call.
  - b. Obtain the location of the incident and caller.
  - c. Obtain the telephone number of the caller.
  - d. Transfer the call to the appropriate agency via the 911 transfer system.
  - e. Remain on the line to ensure that the call has been successfully transferred to the appropriate agency.
  - f. Notify the AT&T 911 service department of the misrouted call by completing a 911 Misroute Form (Appendix B) located in the 911 backwards directory and faxing or mailing the form to the number/address printed on the form.
  - g. Document the incident and actions taken within CAD/RIMS.
2. In the event that the dispatcher is unable to transfer the emergency call to the appropriate agency via the 911 system the dispatcher shall:
  - a. Obtain all necessary information from the caller as they would for all emergency calls to the department.
  - b. Advise the caller that they will be placing them on hold while they establish contact with the appropriate agency via the dispatch landlines. Additionally, the dispatcher is to advise the caller not to hang up and to remain on the line unless the caller's safety would be compromised.
  - c. The dispatcher shall then contact the appropriate agency via landline and advise them of the details of the call.
  - d. The dispatcher shall relay any additional information to and from both the caller and the agency as necessary until the call is terminated by the handling agency.
  - e. The dispatcher shall subsequently enter the complete details of the call and subsequent actions into the radio log via Computer Aided Dispatch (CAD/RIMS) and notify the AT&T 911 Service Department of the misrouted call, also documenting the notification within CAD/RIMS.

E. Handling Abandoned or Misdialed Calls:

1. Upon receipt of an abandoned or misdialed call via the 911 or blue light phone systems the Dispatcher shall:
  - a. Check the telephone number that appears on the 911 ALI screen or the printout on the 911 printer for the telephone number.
  - b. A police unit shall be immediately dispatched to the location of the 911 abandoned call.

- c. Once the dispatcher has identified the callback number, a callback is to be placed to that number immediately.
      - i. The dispatcher shall identify themselves and advise the person who answered the telephone that they received a 911 call from the location. The Dispatcher shall ask if there is any emergency at the location and verify the information on the ALI screen such as the address and telephone number.
      - ii. If the dispatcher has any indication that there may be a problem at the location, the responding police unit is to be immediately advised of the situation.
      - iii. Upon callback, if the dispatcher is unable to establish contact because of a busy line, he/she shall immediately advise the responding police unit that a busy signal was received during the callback.
      - iv. The dispatcher shall make additional attempts to establish contact with the caller's location during the police response.
      - v. For abandoned calls that result in an open line, the dispatcher shall listen for background noises and advise the responding police unit of what is heard, if anything, over the open line.
  - 2. Subsequent to any abandoned or misdialed emergency call, a complete CAD/RIMS incident entry using the "911" incident code shall be made, to include when possible, the name, address, and telephone number of the caller in the "caller" field along with a brief disposition of the call in the narrative field.
  - 3. Under no circumstances will a dispatcher fail to assist a caller reporting an emergency, despite jurisdiction.
- F. Special Procedures in the Handling and Notification of Medical Emergency Assistance Calls
- 1. The CSUN DPS dispatcher is responsible for:
    - a. Assigning police personnel and units to all medical calls for service.
    - b. Notifying the Los Angeles Fire Department paramedics in all serious and life-threatening medical situations or when requested by the victim or a police officer.
    - c. Coordinating communications with other internal and outside agencies.
    - d. Ensuring the proper documentation of emergency medical calls.
    - e. Ensuring that notifications are made to include:
      - i. The Klotz Health Center (see subsection F.2 below) including documenting within RIMS the time notification was made, the nature of the notification, and

- the name/position of the Health Center member receiving the information.
- ii. The police shift supervisor and watch Captain (if on duty). The shift supervisor and/or watch Captain is responsible for notifying the Chief of Police.
- iii. The Environmental Health & Safety Office (EH&S) documenting within RIMS the time notification was made, the nature of the notification, and the name/position of the EH&S member receiving the information.

Note: EH&S Police Notification Request for On-campus Injuries”

EH&S investigates all injuries that occur on the campus. Whenever a student, employee, or visitor is injured on the campus property, the following procedures shall be followed:

1. For injuries requiring transportation to an off-site medical facility, the EH&S office is to be contacted at x2401 as soon as possible. After 5:00 p.m., the director of EH&S shall be notified at home or via cell phone as listed within the Dispatch campus emergency contact list. If he/she cannot be reached, then the next emergency contact for EH&S shall be called as noted within the Dispatch emergency contact list.
  2. For incidents where there are injuries or possible injuries (and the Police respond), copies of the RIMS incident report shall be forwarded to the Director and Risk Manager of EH&S at mail code 8284 no later than the next business day.
2. To enhance and facilitate first responder medical emergency response, the following procedures have been established for the receipt of notification, medical consultation, and triage from the Klotz Health Center:
- a. After dispatching the first responding officer and contacting the Los Angeles Fire Department for rescue ambulance response, the dispatcher should notify the Klotz Health Center during their hours of operation: Monday through Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a.m. – 4:00 p.m.).
    - i. If medical consultation would be helpful, the dispatcher should call the Health Center Director on his/her private cell phone at 818-300-5882. This phone is open for public safety calls 24/7 and a delegate will be assigned when the Director is out of town or on vacation.
    - ii. If requested, the Health Center Director or his/her delegate is available to respond to the site.
    - iii. Dispatchers are to call the Health Center Triage Nurses at x3653 or x3654 for non-emergency cases that are to be transported by Police personnel to the Health Center.

3. Requests for Ambulances or Medical Assistance

- a. Police dispatchers shall ascertain the following information from Health Center staff or any other caller when a request for emergency medical services is made:
  - i. Age of the Patient
  - ii. Gender of the Patient
  - iii. State of consciousness
  - iv. State of breathing
  - v. Approximate nature of illness or injury
- b. Police dispatchers and officers should familiarize themselves with Appendix "C" – Basic Protocol for Activating the Emergency Medical System at the SHC by SHC staff (taken from the Klotz Health Center policies and procedures).

4. Medical Calls for Service Involving Blood and Infection Materials Clean-Up

- a. Dispatcher Responsibility: call the shift supervisor to respond immediately and assess the situation.
- b. Shift Supervisor Responsibility: make an on-site determination of the type of infection material and size of the stain. If in the opinion of the supervisor the stain is more than campus PPM or Housing staff can properly manage (e.g., a serious trauma incident versus minor stains/spills), the appropriate Patrol Operations Commander (Captain or Lieutenant) shall be notified. If he/she cannot be reached, the Chief of Police shall be notified.
- c. Command Staff Responsibility: under the terms of the contract with the contracted clean-up service, only the following individuals are authorized to initiate a response by the service under the agreement:
  - a. Chief of Police
  - b. DPS Command Staff Members
  - c. Environmental Health and Safety Director
  - d. Environmental Health and Safety Coordinators
- d. Clean-Up Contractor Information

Contractor: United Pumping Services  
 24 Hour Emergency Contact Number: (626) 961-9326  
 Reference CSUN Contract

G. Handling Less Common Types of Calls:

- 1. Receiving an emergency or non-emergency TDD telephone call on the AT&T VESTA phone system (referred to by our Department as TTY

used for receiving typed messages from the hearing impaired, deaf, or disabled individuals):

- a. Upon answering the telephone system and hearing the unique TTY “tweetles” sound or by checking the VESTA 911 screen for the TTY indicator, the dispatcher will click on the VESTA screen TTY icon in the center toolbar area.
  - b. Click the red TTY disabled box, which will then turn green and read “TTY enabled.”
  - c. Click on greeting, which auto-types “9-1-1 What is your emergency q GA”
  - d. Dispatcher will then continue the conversation by typing freely.
2. Receiving a call from a non-English-speaking caller:
    - a. Push the “flash” button, and then dial the Language Line service telephone number 1-800-880-1994.
    - b. Once connected to AT&T, provide their dispatcher with our Client ID #901-218. Then push “flash” again to initiate the conference call with both parties.
  3. Receiving annoying, obscene, or threatening phone calls:
    - a. The dispatcher will immediately notify the shift supervisor.
    - b. If the call is judged to be of a serious nature by the shift supervisor (e.g., threat to someone’s personal safety or major property damage), or if the call involves a threat whether serious or minor to the University, the Department, or university personnel, an incident report will be written.
    - c. The Chief of Police and appropriate Patrol Operations Commander (Captain or Lieutenant) will be notified as soon as possible in the event of a serious incident.

#### H. Police Business Telephone Line:

1. The police department’s business line (818) 677-2111 or (x2111 from a campus phone) and five roll-over lines have been designed to help separate emergency from non-emergency calls for service.
2. The business line will be answered, “University Police, Operator (use personally assigned 4-digit ID number). How may I help you?”
3. A message will be taken for phone calls to department personnel and placed into their respective mailbox; or caller transferred to the respective telephone extension if available.<sup>4</sup> Under no circumstances will anyone give out an employee’s personal schedule or home/cell phone/pager numbers to callers.
4. Department employees are required to notify Police Communications on the business line when making sick, family illness, or other day off requests/notifications. The dispatcher or relieving police officer receiving the call shall complete a “Time Off Memo” in its entirety and time/date stamp it using the time/date stamp machine located on the communications console. The time off memo shall then be forwarded to



the police shift supervisor for notification, who will then forward the copies to the appropriate parties (i.e. white – Payroll & yellow – employee's supervisor). This information shall also be written on to the Communications Center white board (e.g., date and Officer/employee who called out).

I. Responding to calls from victims, witnesses, or other members of the public:

1. Communications center personnel are most often the first to respond to a victim, witness, or other community member's call requesting information or services. When this call is received, whether it is an initial or subsequent request, the dispatcher shall:
  - a. Determine whether an emergency or non-emergency response is required;
  - b. Determine if CSUN DPS response is warranted, and if so, the call shall be dispatched as prescribed in the Radio Operation Procedures (Section V) of this policy.

Considerations in level of response required include:

- Immediate threat present – not present;
  - Demeanor of the victim;
  - Request from the victim for immediate assistance;
  - Past contact, if any, with the victim;
  - Any information known by the Dispatcher relative to the victim and the offense.
- c. If the victim, witness, or other community member's request is for information only, transfer them to the appropriate party's extension/voice mail (i.e., Investigations, Records, LiveScan, Parking, etc.). For services or information handled outside the scope of those performed by the CSUN DPS, the dispatcher shall assist the caller in determining who best to contact to meet their needs.
  - d. Inform the caller of the agency's response, be it direct law enforcement service and/or a referral to other appropriate agencies for support services. This would include any of the following as appropriate:
    - i. The name of the department employee who will be responding to the call, in person or by telephone;
    - ii. Campus department who will be notified (e.g., Student Health Center); and
    - iii. Outside agency service to be contacted (e.g., law enforcement agency, counseling service, etc.).
  - e. When receiving telephone calls that report a crime or incident, dispatchers shall initiate a CAD/RIMS incident entry with the following information:

- i. Ensure a sequential RIMS control number has been assigned (incident or crime reporting number);
    - ii. The date and time of request;
    - iii. Victim, witness, and reporting party information including the name, address, and call back telephone number, if possible;
    - iv. The type of incident being reported or request made;
    - v. The location of the incident being reported;
    - vi. Identification of officer(s) assigned as primary and backup units;
    - vii. The time the call for service was dispatched;
    - viii. The time of officer(s) arrival;
    - ix. The time of officer return to service; and,
    - x. Disposition or status of the reported incident.
  - f. It will be the standard practice to have a victim, witness, or reporting party file a report of a crime or incident in person. In those circumstances where it may not be possible due to extenuating circumstances, to file a report in person or the reporting party adamantly declines responding in person, a report may be taken by an officer over the telephone, provided the incident does not require the physical collection of evidence. Dispatchers shall obtain call back information and notify the on-duty shift supervisor of the call; who in turn shall assign an officer to call back the reporting party and assist them in the manner required to fulfill their need(s).
  - g. Reports received by mail or e-mail will be routed to the appropriate unit for response and follow-up.
  - h. Refer to Department policy #06-C.I.-002 (Victim and Witness Assistance) for specific guidelines and reporting responsibilities when victims and witnesses of crimes have been affected by a criminal act. Dispatchers are required to assist victims and witnesses who are requesting victim/witness information and/or services upon their initial and ensuing requests in accordance with this policy as well as Policy #06-C.I.-002 - Victim and Witness Assistance.
2. Field officers and patrol supervisors shall:
- a. Place a callback to the victim or witness as soon as possible; and
  - b. Demonstrate the utmost care and compassion when interacting with victims and witnesses to help provide the needed support through police action or referrals to other appropriate agencies.
3. An updated list of victim/witness referrals is to be maintained by the Investigations Unit and made available to patrol officers to be used in the course of their duties in providing victim/witness assistance.
- J. Instant Playback/Continuous Recording of Telephonic Conversations/Radio Traffic:

1. The department utilizes the Plant Electronics PIXYS Digital Recording System to maintain a continuous recording of all emergency/non-emergency telephone conversations and all CSUN PD radio traffic within the communications center.
2. The immediate playback capability is to be utilized by the police dispatcher when field personnel or a caller is difficult to understand or unable to repeat their information.
3. Recordings are retained in the secured IT/Telecom room for a minimum of 1 year as referenced within the Department's records retention manual and policy #07-O.A.-006, Records Administration.
4. The department IT technician has the primary responsibility for changing the PIXYS DVD-ROM discs as necessary. The PIXYS recording system contains two DVD-Rom disc drives, in which one acts in a standby mode while the other is recording. The PIXYS DVD-ROM discs shall be checked every Monday, with a new disc replacing a fully recorded disc when necessary. A log shall be maintained within the IT room documenting each weekly system and DVD-ROM check.
5. In the event that the department's IT technician is unavailable to check or change a disc, the Major Crimes Unit Investigations Sergeant (IT supervisor) shall be responsible for performing this role. Blank discs shall remain available in the IT/telecom room for this purpose.
6. Upon removal of the recorded tape from the PIXYS recorder, the IT technician or person removing a disc shall place the recorded disc into the PIXYS recording disc file located in the secured IT/telecom room.
7. The PIXYS recording device shall always remain secured and "logged off" when not in use and is only accessible by unique users/passwords. The Special Services Captain or IT technician under his/her authority will issue these usernames and passwords as necessary.

K. Reviewing Recorded Conversation:

1. The dispatcher may immediately review recorded conversations utilizing the phone/radio transmission recall feature of the PIXYS digital recorder.
2. Written requests to review recorded PIXYS discs shall be completed and submitted to the Special Services Captain for approval. In the absence of the Captain, requests will go to the Chief of Police.
3. The written request must include the following information (Appendix D):
  - a. Name of the person making the request.
  - b. The reason for the request such as criminal investigation, internal investigation, or training.
  - c. Time and date of the call.
  - d. Department report number or CAD sequence number, if available.
  - e. Involved parties.
  - f. Signature of approving supervisor.
4. A file of these requests shall be maintained by the records coordinator.

5. Requests from the Los Angeles District Attorney, Los Angeles City Attorney, private attorneys, or the Office of the Public Defender should be made via official subpoena.

L. Campus Security/Safety Alarms:

1. The police dispatcher monitors campus security (burglary) and safety (emergency panic) alarms. Upon the activation of a security/safety alarm the dispatcher shall:
  - a. Acknowledge the alarm computer by silencing the alarm;
  - b. Identify the type of alarm and the specific location;
  - c. Dispatch peace officer(s) to the location as directed per section V.C.5.e.ix of this policy;
  - d. Initiate a CAD/RIMS entry for the call;
  - e. A police response is mandated for all panic and burglar alarm activations. This includes situations involving accidental alarm trips by authorized CSUN staff.
  - f. If a person is found to be on scene upon arrival, police officers shall confirm their right to access and or safety.
  - g. Enter the disposition and person's name (in the event of an accidental activation) of the alarm call into the CAD/RIMS entry as well as the alarm computer as appropriate; and
  - h. Report any alarm computer malfunction or mislabeled alarm accounts to the Department IT technician. An e-mail confirmation of the report will be provided to the Captain of Special Services immediately upon completion of this task.
2. Some security alarms within University properties have been installed and are being monitored by an outside alarm company. Police dispatchers who are notified via telephone by an outside alarm company of an alarm activation shall:
  - a. Verify the location of the alarm activation.
  - b. If the location is out of the University Police Department's primary jurisdiction, the appropriate agency should be contacted for response.
  - c. Verify the type of alarm activation.
  - d. Obtain the caller's name or operator number, the alarm company's name, and the operator's callback telephone number.
  - e. Dispatch a police unit providing them with the location, type of alarm and any contact information.
  - f. Initiate a CAD/RIMS entry.
  - g. Re-contact the alarm company upon receipt of the disposition of the call from the responding unit.
3. Live Oak Hall 1101 (Howitzer Room)

In the event an alarm is received from this room and cannot be reset, the police dispatcher shall notify an Environmental Health and Safety Coordinator immediately at x2401 during regular business hours. After

hour notification, shall be made to the EH&S Director immediately and the handling officer shall not leave the scene until such time as the alarm is properly reset.

4. Campus safety (emergency panic) alarms, which report to the university police department's dispatch center, will be:
  - a. Tested on a quarterly basis by an assigned police dispatcher as coordinated by the department's dispatch supervisor. These tests shall be documented on the provided test checklist and maintained by the department's dispatch supervisor. Campus safety alarms that are found to be out-of-order and require repair are to be handled and paid for by the owner (e.g., specific campus department), as all campus safety alarms are installed by proprietary alarm companies as selected and paid for by the individual departments. The dispatch supervisor will advise the alarm contact person for the respective department of the malfunction and request they contact their alarm company immediately for repair. All malfunctioning safety (panic) alarms and department contacts regarding needed repairs will be documented on the test checklist.
  - b. Evaluated by the dispatch Supervisor and Captain of Special Services, every two (2) years, the security situation that prompted installation of the panic alarm to ensure the security need is still relevant and being met. This evaluation will be documented in memo format and forwarded by the Captain of Special Services to the Chief of Police for review.
5. All campus "blue light" and other similar outdoor emergency telephones, which report to the police department's dispatch center, shall be tested on a weekly basis by nightwatch patrol operation shift personnel. These tests will be documented on the blue light inspection/test checklist and be forwarded to the Patrol Operations Captain who in turn will forward the information to the Parking Services Technician who will coordinate needed repairs. Phones requiring repair will be posted with an out-of-order sign and a repair request shall immediately be forwarded to the appropriate campus department for handling (e.g., PPM for hardware and power issues or IT for telecommunications issues). All maintenance issues shall be tracked and documented on the blue light inspection/test checklist by the police services and parking services IT technicians. The department's IT technicians shall advise the Captain of Patrol Operations, or designee in his/her absence, that repair of an inoperable blue light phone has not been corrected within two business days of notifying PPM and ITR departments for repair.

M. Emergency Messages/Notifications:

1. Emergency notifications shall be conducted with the utmost sensitivity. All guidelines pursuant to FERPA (Family Educational Rights and Privacy Act) must be followed.

2. Classification of circumstances that may require emergency notifications include:
  - a. Medical Emergency – a situation in which an individual is ill, injured and/or a situation that requires immediate medical assistance;
  - b. Family Emergency – a situation in which a member of the person's immediate family should be notified due to a serious incident involving people or situations as: a family member, home fire, water leak, auto accident, etc.;
  - c. Death Notifications – notification of the death of an immediate family member, significant other, close relative or friend; and
  - d. General Emergency – any other situation in which emergency circumstances exist and that is considered grave in nature by the dispatcher or a police officer.
  
3. For an emergency notification the police dispatcher shall:
  - a. Obtain all pertinent information from the caller to determine if an emergency notification is appropriate based on the above criteria;
  - b. The name of the person to be notified;
  - c. The location of the person, if known;
  - d. The status of the person to be notified such as student, faculty, or staff;
  - e. The date of birth of the person to be notified, if known;
  - f. Advise the caller that a university police supervisor will call them back to inform them of the outcome in locating the person to be notified;
  - g. Notify the shift supervisor of the emergency notification; and
  - h. Access the following resources to locate the person to be notified:
    - i. The CSUN telephone directory if the person to be notified is a faculty or staff member;
    - ii. The SOLAR database, if the person to be notified is a student;
    - iii. If the student resides in campus housing, the on-duty Community Director (CD) should be notified.
  
4. In the event of a seriously ill, injured, or death notification, refer to Department Policy/Procedure #06-C.I.-002 (Victim and Witness Assistance), Section III, Subsection F and Department Procedural Directive 2006-10 (Death Notifications/Policy on Notification Upon the Death of a CSUN Student).
5. For all other emergencies, an available CSUN DPS supervisor or officer may make the notification.
6. For all emergency notifications, Police Department personnel shall:
  - a. Respond promptly to the location;

- b. For a student or faculty member, when possible, notify them at the beginning or end of the class;
- c. For classes that are in session, notify the instructor of the emergency notification;
- d. Under all circumstances, exhibit professionalism and sensitivity when making an emergency notification;
- e. Make the emergency notification in private when possible, by calling the person outside of the classroom when appropriate, causing the least amount of disruption to a class in session.

## VI. RADIO OPERATION PROCEDURES

- A. All radio operations of the Department shall be conducted in accordance with the Federal Communications Commission's (FCC) procedures and requirements. The current FCC rules and regulations manual may be viewed from any Department Communications Unit console or desktop computer via the internet at <http://www.fcc.gov/oet/info/rules/>.

- 1. The use of the radio frequency should be limited to communications essential to conduct official activities.
- 2. The conservation of on-air time shall be observed to permit accurate, brief and rapid transmission of essential information, preventing any delays, confusion, and unnecessary transmissions.
- 3. The Department shall provide 24-hour, two-way radio capability on a UHF multi-channel radio system, providing continuous communication between the Communications Center and the police officers on duty as well as other Police Services staff assigned radio communication.
- 4. The use of profane, indecent, or obscene language is prohibited.
- 5. The Communications Center will be identified as "Control." Dispatch will always identify any transmission it sends or responds to on an LAPD frequency with its assigned LAPD radio call sign. (See Section V.C.3 of this policy for LAPD radio call signs.) All radio transmissions to Dispatch or other officers will begin with the transmitting officer's identification number.
- 6. In compliance with FCC regulations, dispatchers shall announce the Department's station identification at the beginning of each watch documenting the date and time of announcement as a RIMS incident log entry. The station announcement shall be made as follows: "This is WPWR316: California State University, Northridge Police Department station identification."
- 7. The department IT technician will test all back-up power systems once a month, which includes the emergency generator and uninterrupted power supplies. A log book shall be maintained by the IT technician documenting all tests and results.

- B. Obtaining and Recording Information:

- 1. Dispatchers shall obtain and record all relevant information upon receiving a public request for criminal or non-criminal service; during all self-initiated activities stemming from police officer, parking officer,



tram operator, and information booth attendant personnel; and any request(s) for additional assistance and resources required at the scene of a critical incident.

- a. A radio log entry shall be made in the Computer Aided Dispatch (CAD) system, which is part of the Records Information Management System (RIMS). All radio log entries are to include information, at a minimum, listed in Section IV, Subsection I, 1, e of this policy and shall be entered in "real time," i.e., immediately upon receiving the information. This is done to ensure accuracy in time stamping activities as they are received.
- b. In the event that the RIMS system is inoperable, the dispatcher, without delay, shall resort to use of the blue dispatch radio log card to record the required information as listed in Section IV, Subsection I, 1, e of this policy. As soon as possible the dispatcher shall notify the appropriate Patrol Operations Commander (Captain or Lieutenant), Special Services Captain, and department IT technician of the automated system failure. Upon restoration of the RIMS system, the dispatcher shall, as soon as possible, enter all blue dispatch cards into the automated system.
- c. The dispatch supervisor shall be responsible for ensuring that an adequate supply of blue dispatch cards are readily available at all times.
- d. Dispatcher Relief/Coverage by Police Personnel
  - i. When a police officer substitutes for a dispatcher at the dispatch console, the officer shall utilize the dispatch punch clock to record all calls for service with the required information listed in Section IV, Subsection I, 1, e of this policy; and shall do so on the blue dispatch radio log cards. The Department's IT technician shall be responsible for manually synchronizing the punch clock with the RIMS system clock on a monthly basis.
  - ii. When a dispatcher relieves a police officer, the dispatcher shall be responsible for "late time" entry of all calls received by the police officer into the RIMS system (i.e., information contained on the blue dispatch radio log cards). In creating a late time entry, all times and incident descriptions shall be documented within the narrative section of the incident log in the order they were received and written onto the blue card.
  - iii. When a dispatcher is on duty and prior to relief for a break or meal, he/she shall note the time of relief by the police officer in the RIMS system and will also record the name of the officer and the fact that the recording of calls is switching to a radio log process. This fact shall be made known to all officers on watch via the police radio at the time of the relief. Upon his/her return, the dispatcher will log back on the RIMS system and advise

- all officers on watch that dispatch is back on real time in the RIMS system, recording all punch card information into RIMS and shall clip all blue punch cards utilized together, placing the cards into the records administrator's mailbox.
- iv. The police officer, when taking over the dispatch console, shall record on the punch clock, the time of substitution and will "log off" in similar fashion upon the dispatcher's return.
  - v. Supervisory staff are responsible for spot-checking reliefs to ensure that the above procedure is being followed.
- e. Additional Information Required for Recording into RIMS and on Blue Dispatch Radio Log Cards
- i. Police Officer, parking officer, tram operator, information booth attendant start of watch & end of watch times, as well as vehicle information to include shop number and mileage out/in.
- Note: Any field unit coming on air for first time on-duty shall sign in with police dispatch and shall be maintained logged-in to the RIMS system until such time as they designate themselves as end of watch. If it is determined that a unit is on-duty who has not signed on prior to their start of watch, dispatch personnel shall conduct a radio check to ensure all field units are accounted for.
- ii. Start and end times for breaks, lunch, and any other activity that takes one out of their normal operating status of accepting calls for service and/or immediate response.
  - iii. The time Los Angeles Fire Department (LAFD) emergency response is requested; time of their arrival, including the LAFD units handling; and time LAFD transports to a medical facility (documenting hospital name if known), or clears without a transport.
  - iv. The time any suspect(s) are detained and or taken into custody.
  - v. The time beginning transport of a suspect to the police department or city/county jail and time of arrival.
  - vi. The time and miles on vehicle odometer beginning transport of female suspects and citizens, including the time/miles ending transport.
  - vii. The time(s) and specific details of any additional pertinent information.

C. Radio Communications to and from Field Officers:

1. Critical circumstances which require radio communications to and from field personnel:
  - a. Officer needs assistance
  - b. Crimes in progress
  - c. Life-saving situations
  - d. Vehicle or foot pursuits
  - e. Responding to a call "Code 3" (lights and siren – See next section "V.C.2.b" for list and description of response codes.)
  
2. Radio broadcasting must be accurate, brief, and clear. Patrol officers and dispatchers are to utilize plain language in their radio transmissions, minimizing the use of radio codes as coded language is discouraged by federal and state emergency operational standards.
  - a. Dispatching a call
    - i. Listen before broadcasting a call to ensure the channel is clear.
    - ii. Use plain English during radio transmissions. Specific radio codes used for want and warrant returns are listed in section V.F.1-2 of this policy. Radio codes, if used, shall be limited to these select few: (e.g. Code 1 – acknowledge immediately, Code 4 – All OK, Code 5 – Stakeout, Code 6 – on scene, Code 7 – lunch, Code 10 – want/warrant check, Code 30 – alarm, 961 – Parking Services and any other monetary escort detail).
    - iii. Use the Phonetic Alphabet for spelling unusual names or locations (i.e. A=Adam, B=Boy, C=Charles, D=David, E=Edward, F=Frank, G=George, H=Henry, I=Ida, J=John, K=King, L=Lincoln, M=Mary, N=Nora, O=Ocean, P=Paul, Q=Queen, R=Robert, S=Sam, T=Tom, U=Union, V=Victor, W=William, X=Xray, Y=Young, Z=Zebra)..
    - iv. Do not attempt to transmit while another unit is transmitting, unless it is an emergency.
    - v. Do not monopolize the air with lengthy transmissions.
    - vi. Use the "ABCs" (accuracy, brevity, clarity) of radio broadcasting. Accuracy: accuracy of information – be sure to verify the information with the caller. Brevity: keep transmissions brief to permit other emergency traffic a chance to be heard. Clarity: speak clearly and broadcast all essential information in an orderly manner. Listen for the acknowledgement of the officer(s) and repeat information as necessary.
  
  - b. Response Codes – These have been established to assist drivers of police vehicles in determining the appropriate response to calls for assistance. Assignment response codes to be used by dispatch personnel, based on the call details received, are as follows:

- i. **Code 1** – This code shall be used to designate assignments which are not urgent, but should be completed at the earliest convenience of the unit assigned.
- ii. **Code 2** – This code shall be used to designate assignments or situations which are urgent, but are not emergencies. The red emergency lights and siren shall not be activated. Units shall comply with all traffic laws, signs, signals, and markings.
- iii. **Code 3** – This code shall be used to designate an emergency assignment or situation, which requires a response in all practical haste. Officers driving Code 3 shall activate the vehicle emergency warning lights and shall sound the siren as a warning to other drivers and pedestrians.

Assignments which are made or requested without a stated code designation or assignment shall be presume to be Code 1 unless circumstances dictate otherwise. The police shift supervisor reserves the right to cancel or modify the response code issued by dispatch personnel at any time. See department policy #02-L.E.-001 (Vehicle Use and Pursuit) for Code 3 driving regulations and requirements.

- c. Calling out information - Field officers shall call out over the radio the following information which the dispatcher shall enter into the radio log via the CAD/RIMS system as appropriate. All information received from field officers shall be entered in “real time,” i.e., immediately upon receiving the information. This is done to ensure accuracy in time-stamping activities and officer status as they are received. Information shall include at a minimum:
  - i. Their acknowledgement of the dispatched call.
  - ii. En route time to the call.
  - iii. Any delay in response and subsequent en route status to the call.
  - iv. Their arrival on scene.
  - v. Their status on the call.
  - vi. Detentions or in-custody times.
  - vii. Their clearing of the scene and disposition of the call.
  - viii. Whenever going in and out of service from the field.
- d. In the interest of officer safety, all police officers shall notify the dispatcher of their location and other relevant information on all traffic stops, pedestrian stops, foot patrols, security checks, lunch breaks (limited to time limit of 30 minutes), and any time they place themselves into or take themselves out of service from the field. Officers shall obtain permission from dispatch prior to coming back to the station and prior to going on their lunch

break to ensure that at minimum one available unit is consistently in the field ready for service and that no calls for service are in fact pending that require immediate assistance.

e. RIMS/Patrol Detail Designation Definitions

- i. Foot Patrol: will be used to describe a foot patrol of a general nature for the purposes of a crime watch or risk reduction either inside a structure, exterior to a structure or an outside location. Foot patrols will generally be 15 minutes or more in duration.
- ii. Neighborhood Check: will be used to describe a specific patrol of an area within the University's one-mile jurisdiction for the purposes of a crime watch, safety or security check (i.e., Sunburst Avenue, Lindley St, Chimineas St.).
- iii. Community Outreach Detail: will be used to describe all officer community outreach activities which shall include the assigned officer, specific location(s), and beginning and end times of the detail. Community outreach details are to focus on officer visibility, meet-and-greets, and crime prevention educational initiatives at locations within the university community.
- iv. Traffic Safety Enforcement Detail: will be used to describe all officer traffic safety enforcement/education activities which shall include the assigned officer, specific location(s), and beginning and end times of the detail. Traffic safety details focus on pedestrian and/or vehicular (bicycle or motor vehicle) violations on or adjacent to university property.
- v. Parking Enforcement Detail (self-initiated parking scofflaw abatement activity): will be used to describe all officer officer-initiated parking scofflaw abatement activities which shall include the assigned officer, specific location(s), and beginning and end times of the detail. Parking enforcement details focus on vehicular parking violations especially disabled parking scofflaws within university parking facilities.

3. Identification of Officers

- a. Officers shall use their assigned call signs when initiating any radio transmission to assist with proper identification of the officer and unit.

- i. Officers shall use their CSUN PD call sign, as specified within RIMS, when transmitting on the radio.
  - ii. Unit designations are permanently assigned unless the officer is working a special assignment (i.e., motors, housing patrol, K-9, etc.).
  - iii. In the event an officer is working a special assignment, he/she will use that call sign only while working that assignment. Dispatch will log in the officers based on their active assignment with the RIMS system. For example: if Corporal John Doe is working a K-9 assignment, he is "King 1," while if he was working as a Corporal supervisor without his canine partner then he would be called "Adam 2." Likewise for a motor/traffic unit, "Mary 1" for Officer Jane Doe when operating a motorcycle performing a traffic safety role and "Paul 49" when operating in a standardized patrol mode. The Chief of Police, Command Staff, and Investigations Unit members are the only personnel within the department who constantly maintain their assigned call signs (i.e. "David 1, 2, or 3") as they are always immediately available to perform their role in the field or at a special assignment as an investigator when called upon.
- b. Los Angeles Police Department (LAPD) Radio Unit Designations for CSUN PD
- i. Per Notice 3.3.1 of the LAPD Office of the Chief of Police directive system, the following radio unit designations have been provided to and shall be utilized by the CSUN Police Department when transmitting on LAPD Devonshire area's base and simplex frequencies.
    - (a.) CSUN PD Chief of Police will use  
"17 University Captain"
    - (b.) CSUN PD Watch Captain or Lieutenant will use  
"17 University 10"
    - (c.) CSUN PD Patrol Supervisors will use  
"17 University 20 or 30" (if up to 3 are on duty)
    - (d.) CSUN PD Radio Cars will use  
"17 University 1, 3, 5, or 7" (if up to 4 units are on duty)
    - (e.) CSUN PD Detectives will use  
"17 University 21 or 22" (as assigned)
    - (f.) CSUN PD Dispatchers will use  
"17 University 90"
  - ii. All LAPD radio designations are to be issued by the shift supervisor during shift briefings in a seniority format (i.e., "17 University 1" is the most senior & "17 University 7" is least senior). The shift supervisor must

- provide dispatch with those assignments prior to signing on in the field.
  - iii. The use of LAPD, LASD, and LAUSD PD radio frequencies are limited to the following situations:
    - (a.) A joint operation by LAPD and CSUNPD.
    - (b.) The immediate need for police backup.
    - (c.) Cases of emergency.
  - c. Officer names from handheld radios shall be maintained in and displayed on the Motorola CENTRACOM Elite radio system at dispatch for quick identification of the field officer who is transmitting or keys their radio microphone button. A cross-referenced list containing the officers' names and call signs may be found within the Officer and Unit drop down menus within the CAD/RIMS system.
  - d. Upon activation of the emergency orange button on field officer handheld radios, the Motorola CENTRACOM Elite radio screen at dispatch will flash red and emit a loud alert tone. Dispatch shall immediately advise all patrol personnel of the officer's emergency radio activation and assign a patrol unit to respond to the officer-in-question's last known location in an attempt to make contact with the officer to determine his/her status. Dispatch will then attempt to make contact with the officer to determine his/her status.
  - e. If at any time contact cannot be established by dispatch and the responding patrol unit(s), dispatch shall advise the shift supervisor of the situation who in-turn will initiate coordination of a grid search for the officer-in-question.
  - f. Upon accidental activation of the orange emergency button, the field officer shall, as soon as they become aware of the activation, notify the dispatcher of their status.
4. All CSUN PD police vehicles and handheld radios shall be programmed with the capability of providing communication with interacting agencies. The following frequencies are to be used for incidents requiring mutual aid and special events support:
- a. CSUN PD UHF Repeater
  - b. LAPD Tactical channels (when given authorization)
  - c. CHP
  - d. CLEMARS (Gold 4 and 22)
  - e. LAUSD PD channels 1, 2, and 3
  - f. LASD Mutual Aid channels
  - g. LA County Mutual Aid north, south, east, and west area channels
5. Assignment of officers and patrol supervisors. The following criteria for the assignment of the number of officers in response to an incident shall be employed:



- a. Available units include officers and patrol supervisors who may be on a low-priority call such as a routine report. Those officers, when called upon by dispatch or a shift supervisor, shall advise the person they are with of their need to respond to a high priority call and explain that they or a designee will contact them to complete the report or interview as soon as possible.
- b. All available units shall be assigned to the following calls that are deemed critical in nature, except for item "xi" in which a supervisor only is mandated to respond. Dispatch will assign the primary and back-up units for handling. All other units shall respond, prepare to assist, and clear upon notification by the patrol supervisor. The presence of a patrol supervisor at the scene for the purpose of assuming command is also required at, but not limited to, the following calls:
  - i. An officer-needs-help call
  - ii. A felony in progress call such as a robbery
  - iii. A life-threatening or serious medical emergency
  - iv. Critical Missing
  - v. Fire
  - vi. Hazardous material incident
  - vii. Bomb Threat
  - viii. Traffic accidents involving multiple injured citizens with serious bodily injuries
  - ix. Potentially volatile situations; or
  - x. Major incidents requiring response of Investigators or outside agency personnel, such as homicides, suicides, riot or hostage situations.
  - xi. (Supervisor Response Only) Traffic accidents involving on-duty personnel or department-owned vehicles/property.
- c. For calls deemed serious in nature requiring additional units not readily available, notification of the appropriate Patrol Operations Commander (Captain or Lieutenant), or in their absence the Captain of Special Services, shall be made. The Patrol Operations Commander's discretion shall be used to determine the number of units to be deployed. If it is determined that the situation requires additional officers to be called in for duty the Patrol Operations Commander shall immediately notify the Chief of Police of the situation and proceed as directed.
- d. Upon an emergency request for mutual aid by a field officer or patrol supervisor, the dispatcher shall as directed notify the appropriate agencies such as the Los Angeles Police Department, the Los Angeles Fire Department, the California Highway Patrol, or the Los Angeles Unified School District Police Department.
- e. In assisting Communications personnel with prioritizing and assigning a specified number of officers in response to incidents, the following criteria shall be utilized:

- i. Crimes Against Persons
  - (a.) In-progress/just occurred 2 Officers
  - (b.) Cold Reports 1 Officer
- ii. Disturbances
  - (a.) In-progress/just occurred 2 Officers  
(arguments, parties, drunks)
  - (b.) In-progress (loud music, 1 Officer  
machinery), just occurred,  
cold reports
- iii. Assistance
  - (a.) In-progress injury (suicide, 2 Officers  
unknown trouble)
  - (b.) In-progress non-injury, just 1 Officer  
occurred, cold reports
  - (c.) Keep the peace 2 Officers
- iv. Crimes Against Property/Burglary
  - (a.) In-progress, just occurred 2 Officers &  
with suspect information K-9 if avail.  
or combative suspect in  
custody
  - (b.) Just occurred with non- 1 Officer  
descriptive suspect information  
or non-combative suspect in  
custody, cold report
- v. Traffic Accidents/Problems
  - (a.) Just occurred (hit and runs 2 Officers  
with suspect information)
  - (b.) In-progress, just occurred, 1 Officer  
cold reports
- vi. Suspicious Circumstances
  - (a.) In-progress (probable 2 Officers  
crimes, multiple suspects,  
prowler seen)
  - (b.) Just occurred, cold reports 1 Officer
  - (c.) 9-1-1 Calls (open line) 2 Officers
  - (d.) 9-1-1 Calls (hang up)  
Communications personnel  
will call back:  
\* If call is false 1 Officer  
\* If unable to determine 2 Officers

police service

\* If police service is determined, send number of units based on nature of incident. 1 or 3 Officers

- vii. Public Morals
  - (a.) In-progress (narcotics, lewd conduct, prostitution activity) 2 Officers
  - (b.) Just occurred, cold reports 1 Officer
- viii. Miscellaneous Service
  - (a.) In-progress, just occurred, cold reports 1 Officer
- ix. Alarms
  - (a.) Burglary 2 Officers (K-9 if avail.)
  - (b.) Robbery 2 Officers
- f. Assignment of Police and Parking Officers According to Beat Plans
  - i. Shift supervisors will assign patrol officers to designated patrol beats on a rotational basis, ensuring all patrol personnel advise dispatch (via the radio) with their beat assignment upon logging into service. Command staff members are to log on with dispatch any time they are needed and/or used in the field for a patrol, investigative, or special assignment function.
  - ii. Beat Assignments (Police Officers)
    - (a.) **Beat 1:** Includes all facilities and streets between the following boundaries: North of Nordhoff St. and South of Vincennes St., between Darby Ave. and Lindley Ave.
    - (b.) **Beat 2:** Includes all facilities and streets between the following boundaries: North of Nordhoff St. and South of Halsted Street between Lindley Ave. and Zelzah Ave. AND North of Vincennes St. and South of Halsted St., between Darby Ave. and Lindley Ave.
    - (c.) **Beat 3:** Includes all facilities and streets between the following boundaries: North of Halstead St. and South of Devonshire St., between Lindley Ave. and Zelzah Ave.
  - iii. Beat Assignments (Parking Officers)

Refer to Parking Services Procedural Directive #P2006-07 for details. See Appendix "E."

iv. Dispatcher Responsibilities

- (a.) Assign calls according to beat assignments.
- (b.) Coordinate emergency response.
- (c.) Work with the shift supervisor when assignments to calls for service require adjustment.

v. Dispatchers shall not dispatch calls by requesting, "Any available CSUN unit," as calls are to be assigned to the appropriate beat officer. If the primary beat officer is on another call for service or is unavailable, dispatchers will have the discretion to assign other officer(s) to leave their beat assignments to handle the call for service outside their primary area of responsibility.

vi. Shift supervisors retain the authority to reassign dispatched field units they deem necessary to fulfill the mission and goals set forth in their daily operational plan.

vii. For details of the Parking Enforcement Beat structure and assignment procedures, see Appendix E – "Parking and Traffic Safety Procedural Directive P2006-07."

D. Crime Broadcasts

1. When an officer responds to a criminal investigation and determines that a crime occurred within 30 minutes of the report being taken, he/she shall place a crime broadcast over the CSUN PD radio frequency to include the following information:

- a. Unit Broadcasting
- b. Crime
- c. Date and Time Occurred
- d. Location of Occurrence
- e. Vehicle Description (Year, Make, Model, Color, Doors, Last Seen)
- f. Suspect(s) Description (Sex, Race, Age, Hair, Eyes, Height, Weight, Dress, Last Seen)
- g. Weapon Used
- h. Stolen Property Description

2. Upon receipt of a crime broadcast, Communications personnel shall contact LAPD dispatch and provide them with the crime broadcast information received on all felony crimes.

3. Dates and times of crime broadcasts shall be listed on the crime report.

E. Traffic and Pedestrian Stop Radio Protocols

Officers conducting traffic and pedestrian stops will provide dispatch with the following information (at a minimum) prior to the stop via the police radio:

1. Officer Unit Number
2. "Traffic or Ped Stop"
3. Exact Location of the Traffic/Ped Stop
4. The License Plate Number of the vehicle
5. (Optional) Color, Make, and Model of Vehicle or Gender, Race, Clothing of Pedestrian

For example, a traffic stop would be broadcasted as: "Paul One, traffic stop, Nordhoff and Lindley, on 3ABC123, red, Honda, Accord."

For example a pedestrian stop would be broadcasted as: "Paul One, ped stop, Nordhoff and Lindley, on a Male white wearing black jeans and a white t-shirt."

Dispatch is to repeat back the information broadcasted to them not only for confirmation, but to ensure for officer safety reasons, that all police units in the field heard the broadcast and know the status and location of the broadcasting police unit.

Officers shall advise dispatch they are "Code 4" (all is ok) as soon as practical to provide units with a status of not requiring back-up response or that sufficient units are present.

Upon receiving a code 4 from the field officer(s) or given a direct request for dispatch to continue with the vehicle/pedestrian return of information, dispatch will provide said information as it was obtained via the CLETS/JDIC system or from within RIMS. Information to be provided to the requesting officer(s) shall include, at minimum, want/warrant details (if any) for the vehicle or pedestrian, year and make of the vehicle or pedestrian's date of birth, the registered owner's name, city/state of registration or address of pedestrian, and registration date.

Note: Additional procedures involving traffic enforcement shall be found and adhered to in Department policy # 07-L.E.-004 – Traffic Enforcement.

#### F. Want and Warrant Requests/Returns (Code 10) Radio Protocols

1. Officers requesting a want or warrant check on a vehicle or person will first request clearance from dispatch by saying:

"Paul One, requesting Code 10 (or want) on one/two/etc. (or a vehicle)."

Once given clearance to proceed, the following information will then be given (via radio) in this order:

\*Note: the phonetic alphabet is to be used when broadcasting names.

1. Driver's License Number (If any)
2. Last Name

3. First Name
4. Middle Name
5. Street Number
6. Street Name
7. City
8. Sex
9. Race
10. Hair Color
11. Eye Color
12. Height
13. Weight
14. Date of Birth

The above are listed in a specific order as those are the categories dispatch is given to complete via JDIC for a person check. The more information available and provided, the better assist one will receive in the system search:

2. Return of a Want or Warrant Hit

a. Vehicle Check

Upon the return of a want or warrant on a vehicle, the dispatcher shall inform the officer(s) that the plate (restating the plate number) returns with a want and to advise when clear to receive information.

If the vehicle returns stolen, the dispatcher shall advise that the plate (restating the plate number) returns "Code 37," asking for the requesting unit to state his/her location or repeat the location to all units if known. Additional unit(s) shall then be assigned to back the primary unit.

b. Person Check

Upon the return of a felony want or warrant on a person, the dispatcher shall inform the officer(s) of a "Code 6 Charles" and ask the officer to state his/her location or repeat the location to all units if known. Additional units(s) shall then be assigned to back the primary unit.

Upon the return of a misdemeanor want or warrant on a person, the dispatcher shall inform the officer(s) of a "Code 6 Mary" and ask the officer if he/she is "clear to copy" sensitive information. The dispatcher shall only proceed upon receiving a go ahead with information notification.

The above returns are to be done in this manner for officer safety reasons to allow the requesting officer(s) an ability to secure the person(s) prior to receiving the confidential information over the radio. Want or warrant specifics are only to be provided by the

dispatcher upon receiving a “go ahead” from the requesting police unit.

G. Communications personnel shall have immediate access to the following resources:

1. Immediate contact with the appropriate Patrol Operations Commander (Captain or Lieutenant) shall be established using the following methods (listed in priority order):
  - a. Vehicle or portable radio unit
  - b. Station telephone
  - c. Cellular telephone
  - d. Home telephone
2. A current duty roster of all field personnel shall remain posted in the dispatch center at all times.
3. An updated hardcopy listing of contact telephone numbers and residential addresses of every employed agency member shall be maintained in the dispatch center. Updates are the responsibility of the Special Assistant to the Chief of Police.
4. Maps detailing the agency’s service areas are to be displayed in the Communications Center and in RIMS Mapping for quick reference by the dispatcher.
5. Officer status indicators shall be available to the dispatcher through the CAD/RIMS screen. During the work shift, Officer status indicators are updated by the dispatcher in the following colors on the CAD screen:
  - a. Yellow = En route
  - b. Purple = On scene (Code 6)
  - c. Red = On Scene for longer than 5 minutes
  - d. Light Blue = On Scene – All OK (Code 4)
  - e. Blue = Available

H. Procuring External Services:

1. The procurement of emergency and necessary external services to the agency shall be conducted in the following manner:
  - a. Dispatcher is to determine the nature of the call and contact the appropriate external service agencies as follows:
    - i. Critical Police Emergency – Coordinate the necessary mutual aid deployment with the appropriate Patrol Operations Commander (Captain or Lieutenant), Chief of Police, or other available command staff member. If the Chief of Police or command staff member are unavailable to address the issue, discretion of the shift supervisor, senior field officer, or dispatcher (in the chain of command) may be employed, particularly in situations in which officer safety has been compromised.



- ii. Medical emergency requiring paramedics – Initiate or transfer a call to the Los Angeles Fire Department.
- iii. Campus-wide Emergency – In the event of a major disaster or campus-wide power outage, and provided radio communications are operational, the Dispatcher shall conduct a role-call of all units. If radio communications have been compromised, the field officers are to check in with the dispatcher as soon as they are able by either telephoning or going to the police station to determine the welfare of the dispatcher(s) and the status of the station.

The Chief of Police shall be immediately advised of the situation and the patrol shift supervisor and appropriate Patrol Operations Commander (Captain or Lieutenant) are to report to the dispatch center as soon as possible to assess the situation. If it is determined that the police dispatch center is inoperable, the shift supervisor will provide transportation of the dispatcher to the emergency operations trailer for activation of the trailer's EOC Police radio systems.

- iv. Physical Plant/Housing Maintenance Facilities Emergencies – When it is determined that the safe operation of a building or the safety of the occupants in a building is compromised, and after appropriate police and fire notifications have been made, the Dispatcher shall notify the appropriate Facilities personnel. For a serious incident that compromises building operations the Physical Plant Management (PPM) or Housing Maintenance (UPA) emergency contact lists (located within the Dispatch Emergency Contact Book) shall be utilized to notify the appropriate individuals during regular or after business hours.

- 2. The Emergency Contact Book, complete with a comprehensive listing of telephone numbers for procuring emergency and necessary external services, shall be maintained and secured in the Communications Center for immediate use by the dispatcher or personnel assigned to support dispatch during an emergency. The administrative assistant to the Chief of Police will review the contents of this book every six months to ensure the information is accurate.

#### I. Tactical Dispatch Plans:

- 1. Tactical dispatch plans and procedures are to be compiled by the Patrol Operations Captain and maintained secured within the Dispatch/Communications Area. This information will be contained in a book entitled CSUN PD Tactical Dispatch Plan Book. A duplicate copy is maintained in the office of the Chief of Police.
- 2. Plans include:

- a. The procedures to be followed in directing resources and for obtaining information on crimes in progress such as a robbery, pursuits and/ or tactical operations;
  - b. Ground plan drawings of campus buildings and high risk areas (labeled "Facility Plan Book") to include areas such as campus ATMs, CSUN Bookstore, Cash Management Office (Bayramian Hall), MDF, and Physical Plant Management layouts;
  - c. Identification of staging areas for emergency equipment; and
  - d. CSU Critical Response Unit deployment guidelines.
3. The University Emergency Operations Plan (condensed version) shall also be made readily available in the dispatch center. The emergency management coordinator will maintain this document in up-to-date form.

J. Reporting Defective Portable and Mobile Radios

Officers experiencing a defective portable or mobile radio shall immediately complete a CSUN PD Radio Repair and Maintenance Request Form (Appendix A). For portable radios, the maintenance form shall be attached to the radio with a rubber band and both radio and form shall be forwarded to the Department IT coordinator for repair. The removal of the broken radio shall be noted on the equipment room check-out ledger by the shift supervisor and a note left for the dispatch supervisor advising of the situation.

For mobile radios, the police vehicle is to be taken out of service, with a maintenance form completed and a copy forwarded to the vehicle maintenance officer and department IT coordinator. The out-of-service vehicle shall have a sign placed on the front dashboard identifying the date it went out of service, the officer placing vehicle out of service, and specific problem(s) with said vehicle.

K. Reporting Lost, Missing, Stolen, or Found CSUN PD Radio Equipment

To ensure the integrity of the police radio system, it is imperative that lost, missing, stolen, or found radio equipment be reported as soon as possible and remotely disabled by the dispatcher via the Communications Center console. The reporting will be done in memorandum form from the on-duty shift supervisor directed to the appropriate Patrol Operations Commander (Captain or Lieutenant). While the memorandum will proceed via chain of command, a copy of the memorandum shall also be forwarded immediately to the Captain of Special Services, department IT coordinator, and dispatch supervisor.

- L. The department, via the Communications Center, shall access and participate in local, state, and federal information systems required by the California State University system. All CSUN Police dispatchers are required to obtain full user status for operating the Los Angeles County CLETS/JDIC system. Dispatchers shall maintain operational knowledge of the various system programs and enter and delete required CLETS/ JDIC information in an expeditious and accurate manner (Reference Los Angeles County CLETS/JDIC manual for details of operator requirements). Information systems accessed operationally within the CSUN Police Department include:

1. NCIC (National Crime Information System)
2. SVS (Stolen Vehicle System)
3. APS (Automated Property System)
4. AFS (Automated Firearms System)
5. WPS (Wanted Person System)
6. DVROS (Domestic Violence Restraining Order System)
7. AWS (Automated Warrants System)
8. SRF (Supervised Release File – Probation)
9. MUPS (Missing Unidentified Person System)
10. DOJ (Department of Justice)
11. DMV (Department of Motor Vehicles)
12. VCIN (Violent Crime Information System)

## VII. NOAA PUBLIC ALERT RADIO

Communications personnel shall be responsible for monitoring the NOAA weather all-hazard radio (located in the general work cubicle of the Police Communications Center) and notifying the patrol shift supervisor of any alerts signaled from the device. The shift supervisor shall be responsible for notifying the command staff of any and all situations that may potentially involve the campus (i.e., a child abduction would not, at least not in most cases, but a hazardous spill with a gas cloud on Reseda Blvd. would). Refer to procedural directive 2002-003 – University Police Command Staff Notification Requirements for specific details in making such notifications.

When the radio receives an alert message, it will display the Effective Time and respond according to the alert option set in the program menu. The flashing LED indicates the alert level (Advisory/Statement (Yellow), Watch (Orange), and Warning (Red). The time and date, together with the alert message will be logged and saved into the radio's event memory, for later review should the need arise. For viewing memory records, simply press the "MEMORY" button.

To stop the automated scrolling message, press and hold the "STOP" button. Release the button to resume the message.

When the radio receives non-alert messages, it will not give an audible or visual (LED) alert, but will save the message to the event memory.

Periodic test signals are sent out by National Weather Service transmitter stations. Upon receiving the test signal, the radio will display the test message on the LCD and show the yellow advisory LED light. If the radio has not received any messages for ten consecutive days, the LCD will display "RE-CHECK SET-UP." If this message appears, notify Department IT staff (Gary Brotz or Sgt. Dana Archer) for a programming check.

The only button which should not be used by anyone other than the Department's IT staff is the small oval "PRGM" (program) button. Should this accidentally be pushed, press the "STOP" button to return to the primary operating screen.

Any time a red or orange light and audible alert is received, the dispatcher shall document the alert, notification of the shift supervisor, and any other information associated with the NOAA warning and campus impact(s) within the RIMS incident log. Should the warning involve an actual emergency situation requiring response by DPS and/or University first responders, then a RIMS report number shall be generated and action report completed. Shift supervisors shall log all supervisory notifications made by dispatch personnel, whether or not it required command staff notification, within their shift daily synopsis.

#### VIII. SCHEDULING, SHIFT ROTATION, & OVERTIME

- A. The communications/dispatch supervisor, as directed by the Patrol Operations Lieutenant, will coordinate all schedules, shift rotations, and overtime in accordance with Unit 7 bargaining agreement contracts.
- B. Shift rotations are typically made after a 6-month period, however they may be initiated earlier or later given operational needs and with the Lieutenant of Patrol Operations, or in his/her absence a Captain's approval.
- C. Overtime assignment opportunities will be placed within the Overtime Book located in the Communications Center. Assignments shall be made/granted by the communications/dispatch supervisor (or patrol shift supervisor in his/her absence) starting with the dispatcher who is lowest on the annual accrued overtime list. This will be done to ensure an equal distribution of the overtime is made amongst all dispatch personnel. At the end of the fiscal year, all accrued overtime numbers will be zeroed-out and continued again. In the event all efforts fail to locate a dispatcher for overtime coverage, the department shall utilize a police officer to cover the vacancy until such time as a dispatcher becomes available.

#### VIII. APPENDICES

- A. CSUN PD Radio Repair and Maintenance Request Form
- B. 911 Misroute Form for L.A. County
- C. Klotz Health Center Policies and Procedures Section on basic protocol for activating the emergency medical system at the SHC by SHC staff.
- D. Request for Review of Recorded Conversations Form
- E. Parking and Traffic Safety Procedural Directive #P2006-07 – Beat Formula for Parking Enforcement Officers

#### IX. REFERENCES

The following reference materials (i.e., books, guides, manuals, etc) are to be maintained in proper order, and appropriately updated annually by the dispatcher assigned to do so by the Captain of Police Operations. These materials are to be located within the communications reference round table or two drawer file cabinet at all times. The assigned dispatcher shall provide a written confirmation of the update to the Captain of Police Operations upon completion of the review and update process.

- 1. Los Angeles County JDIC Operator's Manual
- 2. California DOJ "CJIS" Manual

3. California DOJ "NCIC" User Manual and Article Codes Book (Arts, Brand, Category)
4. DMV "CLETS" Manual
5. 911 Vesta Emergency Telephone System Operator Manual
6. 911 Telephone Reverse Directory/Backwards Book
7. CSUN Police Department Policy/Procedure Manual
8. CSUN Chemical Emergency Plan
9. CSUN Schedule of Classes
10. CSUN Telephone Directory
11. California Penal and Vehicle Code Handbooks
12. DMV I.D. Checking Guidebook
13. Dictionary
14. Thomas Guide Mapbook
15. CSUN Housing Master Name, Address, and Telephone Book
16. CSUN Emergency Notification Book
17. Blue Light Emergency Telephone Manual
18. CJIS Criminal History Log Book
19. Northridge Academy High School Contact Book (formerly Valley New High School)
20. DMV California License Plate and Proof of Current Registration
21. Security Information Systems, Inc.: "The Alarm Center" Monitoring/Dispatch Module for Windows Manual
22. CSUN Police Communications Emergency Ready Kit
23. RIMS Computer Aided Dispatch User Manual
24. LOJACK Vehicle Recovery Systems Logbook
25. JDIC/CLETS Property Entry File Control Number (FCN) Logbook
26. CSUN Police Communications Trainer & Trainee Field Training Manuals
27. CSUN Emergency Operations Plan (Condensed Version)
28. CSUN PD Tactical Dispatch Plan Book
29. Campus Facility Plan Book (floor layouts)
30. State of California 911 Operations Manual
31. DPS Transportation Services Guaranteed Emergency Ride Folder
32. Missing/Found Persons Case Information Folder
33. State of California Direct Phone Lines for Police and Fire
34. CSUN EOC Campus Community Emergency Information and Contact Folder
35. Campus Crime Alert Bulletin Folder
36. Dispatcher Overtime and Scheduling Folder
37. CSU Northridge Emergency Operations Plan - Volume one Immediate Action and Event Specific Checklist

## Appendix "A"



# **RADIO REPAIR & MAINTENANCE REQUEST**

DEPARTMENT OF POLICE SERVICES

Date Removed from Service: \_\_\_\_\_ Date Returned to Service: \_\_\_\_\_

Radio Number	Officer Reporting	Supervisor Forwarding	IT Tech Receiving
Problem / Maintenance Issue: _____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
IT Technician Certification of Repair: (signature) _____			Date: _____



# **RADIO REPAIR & MAINTENANCE REQUEST**

DEPARTMENT OF POLICE SERVICES

Date Removed from Service: \_\_\_\_\_ Date Returned to Service: \_\_\_\_\_

Radio Number	Officer Reporting	Supervisor Forwarding	IT Tech Receiving
Problem / Maintenance Issue: _____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			
IT Technician Certification of Repair: (signature) _____			Date: _____

## Appendix "B"

9-1-1  
MISROUTE FORM

[THIS FORM IS TO BE COMPLETED EACH TIME A MISROUTING OCCURS OR A TELEPHONE NUMBER / LOCATIONS IS INCORRECT]

PLACE AT 9-1-1 ANSWERING POSITIONS

When completed FAX to

**9-1-1 Coordinator  
(818) 677-3241  
ATTN: Janice Johnson**

DATE: \_\_\_\_\_

P.S.A.P. Location (answering point) CAL-STATE NORTHRIDGE (ESN 071)

THE FOLLOWING TELEPHONE NUMBER AND/OR LOCATION WAS INCORRECT

(1) TELEPHONE NUMBER RECEIVED (MUST ALWAYS BE ENTERED) ( ) \_\_\_\_\_  
(area code required)

(2) CORRECT TELEPHONE NUMBER (if number is different) ( ) \_\_\_\_\_  
(area code required)

(3) ADDRESS RECEIVED (ALI) \_\_\_\_\_  
(must always be entered)

(4) CORRECT ALI (if address is different) \_\_\_\_\_

ROUTING INCORRECT - REROUTE TO \_\_\_\_\_

REMARKS: \_\_\_\_\_

FORM COMPLETED BY \_\_\_\_\_

\* COUNTY SHERIFFS P.S.A.P. ONLY: REPORT ALL 000-000-0000 AND EQUIPMENT PROBLEMS TO THE CENTRALIZED TROUBLE REPORTING CENTER AT (213) 974-0611 (24 hours a day – 7 days a week)

**\*\* INDEPENDENT CITY P.S.A.P ONLY: REPORT ALL 000-000-0000 AND EQUIPMENT PROBLEMS TO YOUR  
RESPECTIVE TELEPHONE COMPANY E-9-1-1 REPAIR NUMBER.**

\*\*\* COUNTY USE ONLY: IN MSAG \_\_\_\_\_ CORRECT ROUTING \_\_\_\_\_

DATE COORDINATOR RECEIVED: \_\_\_\_\_ INIT. \_\_\_\_\_



## Appendix "C"

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
KLOTZ STUDENT HEALTH CENTER  
POLICIES AND PROCEDURES

SECTION: Emergency  
DATE: 8/27/03  
REVISED: 9/15/09  
PAGE: 1 OF 1

**SUBJECT:** Basic Protocol for Activating the Emergency Medical System at the Student Health Center (SHC) by SHC staff.

**PURPOSE:** To set up guidelines for the activation of the emergency medical system at the SHC to maximize effective and timely utilization as medically indicated.

1. When a Provider or Clinical Support Unit (CSU) member on duty at the SHC believes it is medically appropriate to activate the Emergency Medical System (EMS) for a patient, he or she may call 911 on a campus phone. This call will go immediately to the Police Services Dispatcher who will call the LA Fire Department EMS.
  - If possible, please have a Provider or CSU staff member make the call to underscore that medical evaluation has been done and is ongoing.
2. The caller should:
  - Identify him/herself and professional title.
  - Identify location as the Klotz Student Health Center.
    - a. The Police Services Department will escort the paramedics so that no further information need necessarily be given at the time of initial call. However, for reference: From Zelzah, West on Dearborn, North on Bertrand, on the west side mid-block, emergency entrance in back.

Los Angeles Fire Department (LAFD) will also need to know the following before setting out: (AGUNI)

- Please identify patient's Age
  - identify patient's Gender
  - Whether the patient is conscious or Unconscious
  - Whether the patient is breathing or Not breathing
  - The suspected type of Injury or illness
3. Police Services dispatch will then immediately call LAFD EMT's to come to the SHC. After this call is made, if needed, and an SHC professional staff member remains available without compromising patient health and safety, Police Services may ask further questions to clarify the situation and for completion of the confidential report.
  4. Otherwise, report completion will be done by interviewing relevant SHC professionals after the transport of the patient from the SHC.

We appreciate the valued cooperation and collaboration of our colleagues in the CSU Northridge Police Services Department in the provision of Urgent Care services.

## Appendix "D"

**REQUEST FOR REVIEW  
OF  
RECORDED CONVERSATIONS**

California State University  
**Northridge**



**Date of Request:** \_\_\_\_\_

Person Requesting	Date & Time of Call/Radio Transmission	Associated Department Report # (if any)
Reason for request: _____		
_____		
_____		
_____		
_____		
_____		
Operations Commander Approval: _____ Date: _____		
Chief of Police Approval: _____ Date: _____		

**REQUEST FOR REVIEW  
OF  
RECORDED CONVERSATIONS**

California State University  
**Northridge**



**Date of Request:** \_\_\_\_\_

Person Requesting	Date & Time of Call/Radio Transmission	Associated Department Report # (if any)
Reason for request: _____		
_____		
_____		
_____		
_____		
_____		
Operations Commander Approval: _____ Date: _____		
Chief of Police Approval: _____ Date: _____		

## Appendix "E"

**Procedural Directive**

California State University  
Northridge  
Parking and Traffic Safety Unit



To: Parking Enforcement Officers  
From: [REDACTED]  
Date: September 15, 2006  
Directive Number: P2006 -07  
Re: Beat Formula for Parking Enforcement Officers

In order to provide better parking enforcement coverage of the campus and to better distribute the parking workload for Parking Enforcement Officers, the Parking Enforcement and Traffic Safety Unit is implementing a "Beat System" for the parking enforcement patrol of the campus. Under the Beat System, officers will be assigned one of three areas of the campus. The assigned beat will be that Parking Enforcement Officer's primary area of responsibility. PEO's are not restricted to their beat area while on break.

A "Beat" is defined as a geographical area to which the PEO is assigned and has primary responsibility for calls for service, activities and parking enforcement within the assigned beat area.

The Parking and Traffic Safety Unit Sergeant will make the daily beat assignments. In the absence of the Sergeant, the senior Parking Enforcement Officer on duty will make the beat assignments. A copy of the beat assignments will be delivered to the Parking Office, Police Dispatch, the Police Shift Supervisor, and the Captain of Parking and Transportation Services at start of watch.

In cases where the PEO assigned to a beat is busy, another PEO will be assigned if available. PEO's are reminded that they must inform dispatch of all activities via radio contact. This includes all calls for service, officer initiated activities and breaks so the dispatch may assign an available unit to pending calls.

In cases where less than three PEO's are working, the Beat One and Beat Two will be combined and covered by one PEO.

In cases where more than three PEO's are working, the additional PEO's will be rover units to cover areas where the PEO assigned is unavailable due to the call load, breaks, or special assignments.

Officers on special duty assignments (i.e. filming, traffic control assignments, or booth coverage outside of a regular shift) are exempt from a beat assignment.

Officers will record their assigned beat on their daily log.

Beat 1:  
Parking lots B-1 through B-3 and inner campus to Lindley Ave.  
The south border is the north curb of Nordhoff St.  
The west border is the west curb of Darby Ave.  
The north border is the middle of Prairie St.  
The east border is the center line of Lindley Ave.

## Appendix "E – Page 2"

**Beat 2:**

Parking lots B-4 through B-6.

The south border is the middle line of Prairie St.

The west border is the west curb of Darby Ave.

The north border is the south curb of Halsted St.

The east border is the center line of Lindley Ave.

**Beat 3:**

East Campus

The area bordered on the south by the north curb of Nordhoff St.

The west border is the middle of Lindley Ave.

The north border is the south parking area south of the MiniMed parking lot.

The east border is the west curb of Zelzah Ave.

## Appendix "E – Page 3"

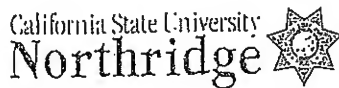

**PARKING AND TRAFFIC SAFETY UNIT**  
 DEPARTMENT OF PUBLIC SAFETY

**ON DUTY OFFICER BEAT ASSIGNMENTS**

Date: \_\_\_\_\_

OFFICER NAME	CALL SIGN	WATCH	BEAT

 WATCH "A" 0630-1500  
 WATCH "B" 1430-2300  
 WATCH "C" 0800-1630

 CC: Parking Office  
 Police Dispatch  
 Police Shift Supervisor  
 Captain: Parking Services

**PARKING AND TRAFFIC SAFETY UNIT**  
 DEPARTMENT OF PUBLIC SAFETY

**ON DUTY OFFICER BEAT ASSIGNMENTS**

Date: \_\_\_\_\_

OFFICER NAME	CALL SIGN	WATCH	BEAT

 WATCH "A" 0630-1500  
 WATCH "B" 1430-2300  
 WATCH "C" 0800-1630

 CC: Parking Office  
 Police Dispatch  
 Police Shift Supervisor  
 Captain: Parking Services

# Procedural Directive

California State University

**Northridge**

University Police Department



Procedural Directive #2007-009

To: All Sworn, Dispatch and Parking Enforcement Personnel  
From: [REDACTED]  
Subject: Shift Briefings, Beat Plans and Equipment Issuance  
Date: January 7, 2015  
Amends/Supersedes: 2003-12: Briefing Procedures; December 19, 2007 version; January 27, 2010 version.

**Objective:** To establish procedures for conducting shift briefings, developing and assigning beat plans, and the issuance of department equipment. To develop a professional standard for systematically conducting daily shift briefings; develop multi-dimensional and directed patrol plans within a beat structure; develop standardized methods for the issuance of patrol equipment; and ensure a state of readiness by maintaining a continuous state of patrol coverage with a patrol shift overlap.

**Procedures:** A briefing procedure has been developed with the intent of providing professionalism and efficiency to daily shift briefings and in the issuance of patrol equipment. Shift supervisors shall be responsible for ensuring the integrity of conducting shift briefings, assigning beat plans, and ensuring all patrol equipment is distributed, returned, and accounted for. This procedure will ensure consistency with equipment control, personnel accountability, deploying specialty assignments, and the ability to dispatch personnel immediately to calls for service.

Start of watch will begin at the assigned times and all scheduled personnel will be fully dressed, equipped, and ready for deployment. All sworn personnel will first report to room 116, the equipment room, for issuance of daily equipment. Supervisors will provide access to the equipment room for a designated officer to issue equipment. Once the officers have received their equipment, they will immediately proceed to their vehicles via the east door of the DPS facility and promptly equip their vehicles and return to the briefing room. This shall be done to ensure an immediate state-of-readiness in the event a call for service is broadcast during the shift briefing.

Shift personnel going end of watch will enter through the east door of the DPS facility and turn equipment in to their shift supervisor at the equipment room. This will provide the supervisor with the opportunity to account for all issued equipment. Supervisors are responsible for ensuring that all issued equipment is returned in proper order and checked off on the equipment log for his/her shift personnel.

The outgoing supervisor will debrief the oncoming supervisor during the time period when equipment is being issued. The on-coming supervisor will be responsible for conducting the shift briefing immediately after their officers return from equipping their vehicles.

**Shift Briefings:** Shift briefings will be conducted in the patrol briefing room before deploying the patrol shift. Shift briefings will normally not last longer than the thirty minutes allotted for shift preparation. If the briefing is extended beyond the allotted time then the overlap shift will remain in patrol until relieved to ensure that continuous patrol coverage is maintained. The on-coming shift supervisor shall be responsible for briefing the overlap officer in the event he/she is part of the on-coming shift deployment. Parking Enforcement Officers who attend the shift briefings will only be present during the general information portion of the briefing and will be excused prior to the discussion of any law enforcement only/restricted/need-to-know information.

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional patrols. Shift supervisors must develop the shift plan with a problem solving / community –oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor's daily log. Multi-dimensional patrols are to include as available, bicycle patrols, motorcycle patrols, foot patrols, in addition to the use of general patrol vehicles.

The shift supervisor shall provide officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. He/she shall notify officers of changes in schedules and assignments; notify them of new directives or changes in directives; and evaluate officer readiness to assume patrol. Shift supervisors are also responsible for checking the overtime book and inquiring if any officer has been subpoenaed for court during the shift so that deployment adjustments may be made accordingly.

Information from all available sources such as crime analysis bulletins, the briefing book, and other related information shall be utilized in determining the deployment of shift personnel. The shift supervisor will assign all shift personnel to a patrol beat and fill out a patrol beat deployment sheet for the dispatch center every shift. See below for beat plan procedures.

**Major Event Briefings:** A briefing will be held prior to every scheduled major event that occurs on campus. The briefings will include all involved Department members and any other support agency personnel working the event. The highest ranking officer in charge of the



event will facilitate these briefings utilizing a formal operations plan. The location of the event briefings will be announced prior to each event.

**Briefing Book:** The briefing book will be kept in the shift briefing room. The briefing book is an important means of collecting and disseminating information to patrol personnel. The shift supervisor will review the briefing book on a daily basis. The administrative sergeant will be responsible for maintaining the briefing book by purging outdated information and placing current information into the book. Any person placing approved briefing material into the book will ensure the material is dated.

**Beat Plans:** The patrol beat plan procedure was developed as documented within the Communications policy with the intent of creating a systems approach to providing public safety services to our community. The shift supervisor shall use directed patrols with a multi-dimensional approach when developing daily beat plans. Beat responsibilities will require the officer to extend themselves beyond the patrol vehicle and become part of the campus community. Officers will work with a problem solving method to resolve issues and concerns in their areas. Supervisors will assign daily expectations to each beat and work with the officer to develop patrol beat plans.

Beat designations were developed according to an analysis of calls for service. Distribution of work will no longer be assigned according to seniority and will be equitably distributed according to beat assignments. **The campus has been divided into three beats (see policy number 07-S.O.-011, Public Safety Communications for detailed beat descriptions) and it is the responsibility of the shift supervisor to assign personnel to staff all the beats on every shift.** Shift staffing levels will dictate how the beats are assigned. For example, if only two sworn personnel are working, the two primary beats will be assigned and the third beat can be shared or given as an additional beat assignment. When utilizing four or more patrol officers, the shift supervisor may incorporate a perimeter patrol assignment or a beat saturation plan.

When an officer is removed from active patrol of their assigned beat because of an offense investigation, arrest, emergency or other special assignment, the shift supervisor must ensure that other on duty officers cover the calls for service and/or directed patrol plans for that beat. Dispatch shall assign calls for service to other beat officers as needed. Officers are not confined to work within their assigned beat and may provide general campus patrols when not engaged in beat responsibilities; however beat officers will ultimately be responsible for their delegated directed patrol expectations and beat integrity.

**Shift Supervisor Responsibilities are as follows:**

- 1) Will assign patrol officers to designated patrol beats on a rotational basis.
- 2) Will not give preferences according to seniority or rank.
- 3) Will provide dispatch at the beginning of their watch with the daily directed / multi-dimensional patrol beat assignments.
- 4) Communicate with other Department members (i.e. crime prevention unit, detectives, etc.) to improve upon directed patrol strategies.

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional patrols. Shift supervisors must develop the shift plan with a problem-solving / community-oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor's daily log.

The shift supervisor must consider what type of criminal activity or problems that are occurring in each specific beat when constructing the shift plan. This information is available through crime reports and the weekly crime analysis report. Each beat also contains areas of importance that will be given priority for extra patrols (i.e., the Multi-Distribution Facility (MDF), Tseng exhibit/Oviatt special collections and archives; hazardous material locations, etc..)

**Patrol Officer Responsibilities:**

- 1) Maintain beat integrity.
- 2) Complete assigned shift tasks (i.e. directed patrol plans.)
- 3) Provide high visibility / police presence.
- 4) Perform assigned multi-dimensional patrols (i.e. bicycle, motorcycle, foot-patrol, vehicle patrol.)
- 5) Take a community oriented policing approach to patrol activities (i.e. meet and greets, develop oneself into the fabric of the community)
- 6) Enforce traffic and parking violations.
- 7) Study and analyze beat problems, taking a problem solving approach. (i.e. S.A.R.A. methodology.)
- 8) Confer with shift supervisors to formulate patrol beat plans.

Officers are to maintain beat integrity during assigned times and directed patrols. Officers will have the latitude to occasionally provide general campus saturation patrols during non-directed patrol assignments and responsibilities. Officers will continue to provide secondary officer support to other officers in adjoining beats and assignments.

**Dispatcher Responsibilities:**

- 1) Assign calls according to assigned beat assignments.
- 2) Coordinate emergency and non-emergency responses in accordance to the department's communications policy.
- 3) Work with on duty supervisor when calls for service assignments require adjustment.

**Dispatchers shall not dispatch calls in any manner such as, "any available C.S.U.N. unit to identify and handle."** Calls for police services shall be assigned to the appropriate beat and assigned officer. Dispatchers will have the discretion to assign other officers to leave their beat assignments to handle calls for service when the primary officer is on a call or the call for service requires additional officer(s). Dispatchers will work with the on duty supervisor to accomplish all daily operational goals and objectives.

# Procedural Directive

**California State University,  
Northridge  
University Police Department**



To: All Police and Dispatch Personnel  
From: [REDACTED]  
Subject: Supervisor's Daily Synopsis (i.e. shift report)  
Directive Number: 2005-13  
Date: January 7, 2015  
Amends/Supercedes: November 10, 2005 version; January 8, 2014 version.

This directive establishes procedures for the use of a newly designed shift supervisor daily synopsis report which is designed to incorporate shift logs completed by their respective patrol officers. It also provides definitions for each category listed within the supervisory daily synopsis report.

Attachment "A" is a sample of the supervisor's daily synopsis. The primary patrol supervisor shall complete this log prior to the end of watch, attaching all field officer patrol logs (Attachment "B") for those who conclude their shift responsibilities during the supervisor's shift. For example, an officer who is on an overlap shift and/or has a late arrest from night watch and concludes his/her shift during day watch, shall provide their shift log to the day watch supervisor for inclusion into the day watch daily synopsis. In these situations, the night watch supervisor shall make note of the officer's continuation into day watch within their synopsis to ensure continuity in reporting procedures and tracking purposes.

## **Supervisor's Daily Synopsis definitions:**

*(Front page of daily synopsis.)*

1. Supervisor: This refers to the primary patrol supervisor responsible for patrol activities within the field. The progression of primary field supervision responsibility is as follows: regular scheduled sergeant, overtime/shift coverage sergeant, regular scheduled corporal, and last would be the overtime/shift coverage corporal. In the event a primary supervisor is unable to complete his/her shift, then the responsibility or completion of the daily synopsis would move to the next supervisor in line.
2. Shift: the particular shift a supervisor is responsible for.
3. Date: the month, day, and year the synopsis is reporting.
4. Day: the day of week the daily synopsis covers.

5. Officer: each field officer normally scheduled to work and those actively working during the supervisor's shift shall be listed. This includes patrol officers, officers on specialized assignments, those working overtime and/or administrative details, and regularly scheduled officers who are on vacation, holiday, sick, CTO, or on any other leave.
6. Patrol Assignment: this section refers to the type of multi-dimensional patrol or other special assignment a patrol officer is assigned to. For example, Automobile Patrol, Motor Patrol, Bicycle Patrol, T3 Patrol, Foot Patrol, Surveillance Detail, Training, etc.
7. BEAT(S): refers to the patrol beat assignment issued to an officer prior to his/her work shift.
8. SOW: refers to an officer's start of watch.
9. EW: refers to an officer's end of watch.
10. Overtime/SP Detail/Notes: a brief description of the overtime/special detail assignment shall be placed here. For example: movie shoot, 961 detail, executive protection detail, concert, etc. The approximate location of the event should also be documented here, however if not enough room exists within the box the RIMS two letter abbreviation shall be utilized.
11. Directed Patrol: This section is for documenting the patrol directives within a given beat as set forth by the primary shift supervisor, for his/her shift to use as a guide in conducting their patrol activities. Tasks should include but not be limited to such directives as traffic enforcement, vandalism abatement, burglary/theft prevention, GTA/BFMV prevention, parking enforcement, crime prevention details, foot patrols with community meet & greets, etc. Each task shall also include the officer assigned and method of patrol assignment/mode of transportation (i.e. motor, foot, car, and bicycle). For developing directed patrol beat activities, supervisors are to utilize CSUN and LAPD crime analysis reports as well as other resources to include but not be limited to community complaints/concerns, field observations, interoffice memorandums/reports, etc.
12. Briefing Topics: This section is for documenting the briefing topics discussed at the beginning of each shift. Topics/briefings given by members of the Investigations Unit should also be included in this section.
13. Daily Directed Patrol Details (under the "directed patrol beat plans" header): Department procedural directive #2011-01: Daily Directed Patrol Plans requires shift supervisors to assign and ensure all shift officers complete their daily directed patrol details which include (CO) community outreach, (TS) traffic safety, and (PS) parking scofflaw abatement. This section provides boxes to document the daily directed patrol activities completed by the supervisor's shift officers (i.e., officer, detail, start/end times, location, and objectives/results).
14. Daily Vehicle/Equipment Inspection Report: The vehicle/equipment inspection checkboxes on the supervisor's daily synopsis are designated for the shift supervisor's use in conducting and documenting his/her vehicle and equipment inventory/operation status check. The comments/notes section is an open area to report inventory/vehicle problems from all vehicles and equipment utilized by field/patrol personnel during the supervisor's shift. Checking all boxes listed with either a "Yes \_\_\_\_\_" or "No/BO \_\_\_\_\_" is to be completed to ensure that all vehicles/equipment and/or supervisory responsibilities (i.e., jail checks) have been completed. Problems noted with any equipment must be documented on a vehicle/equipment maintenance slip and reported to

the vehicle inventory/repair coordinator.

15. Comments/Notes: Document comments or notes in this section regarding vehicle inspection.
16. Shop: Document shop number in this section.
17. SOW Miles/EOW Miles: Document shop starting mileage and ending mileage.
18. Total Miles: Calculate and document total mileage in this section.

*(Back page of daily synopsis.)*

19. Shift Synopsis: a brief summary of the shift's accomplishments, resource needs, equipment problems/concerns, etc. The purpose for this section is to provide an overview of the shift's activities, while listing those events of a notable nature for review by the watch commander and/or other command staff members (i.e. medical emergencies/injuries, student involved arrests, etc.).
20. Dispatcher One and Two Sections: Dispatcher lunch and 15 minute break sections are to be documented here. "Time out" refers to the time the dispatcher leaves his/her position/responsibilities and "time in" refers to the time they resume their duties. Dispatcher names and their hours of work shall be written into dotted area adjacent to the "Dispatcher One" or "Dispatcher Two" listing. For example: Dispatcher One – John Doe (0700 – 1530 hours).
21. Supervisor's Initials: Supervisors shall initial this section prior to turning their daily synopsis report to the watch commander.
22. Commander's Initials: the watch commander shall initial this section prior to reviewing the daily synopsis report and attached field officer logs.

**Reminder: All shift logs are to be compiled with the Police Supervisor's daily synopsis and turned in to the Watch Commander prior to the end of each shift.**

SUPERVISOR:	SHIFT: AM PM		DATE:		DAY: SU M T W TH F S						
OFFICER	PATROL ASSIGNMENT	BEAT(S)	SOW	EOW	OVERTIME/ SPECIAL DETAIL/NOTES						
DIRECTED PATROL:											
BRIEFING TOPICS:											
OFFICER	DETAIL	Total Time	Cites	Warn.	Contacts made	Comments/Notes:					
OFFICER	DETAIL	Total Time	Cites	Warn.							
OFFICER	DETAIL	Total Time	Cites	Warn.							
OFFICER	DETAIL	Total Time	Cites	Warn.							
OFFICER	DETAIL	Total Time	Cites	Warn.							
OFFICER	DETAIL	Total Time	Cites	Warn.							
Daily Vehicle/Administrative Inspection Report											
Tires	Yes	No/BO							Blanket	Yes	No/BO
Lighting Equipment	___	___							Chalk	___	___
Radio / P.A.	___	___							Bio-Hazard Bag	___	___
AED	___	___							I/C Vest	___	___
First Aid Kit	___	___							Teddy Bear	___	___
Active Shooter F.A.K.	___	___							Water	___	___
Fire Extingulsher	___	___							Bird Flu Kit	___	___
Bullhorn	___	___							Mobile Command Board	___	___
Caution Tape	___	___							Rear Passenger door lock/Windows	___	___
Rol-a-Tape	___	___							TASER Spark Test (Unit # _____)	___	___
ICP Flag	___	___							Jail Check	___	___
Flares	___	___									
Comments/Notes:											
SHOP #	SOW Miles					TOTAL MILES					
	EOW Miles										

## 1

SUPERVISOR'S INITIALS \_\_\_\_\_ COMMANDER'S INITIALS \_\_\_\_\_



Attachment B – Page 1



CALIFORNIA STATE UNIVERSITY, NORTHRIDGE POLICE DEPARTMENT

OFFICER DAILY LOG

OFFICERS(S)				BEAT(S) 1 2 3			DATE		DAY S M T W T F S						
SHOP	BIKE	T3	#	EOW Miles					TOTAL MILES						
				SOW Miles											
Daily Vehicle Inspection Report															
				Yes		No/BO						Yes		No/BO	
Tires				_____		_____		Blanket				_____		_____	
Lighting Equipment				_____		_____		Water				_____		_____	
Radio / P.A.				_____		_____		Bio-Hazard Bag				_____		_____	
AED				_____		_____		I/C Vest				_____		_____	
First Aid Kit				_____		_____		Teddy Bear				_____		_____	
Active Shooter F.A. K				_____		_____		Chalk				_____		_____	
Fire Extinguisher				_____		_____		ICP Flag				_____		_____	
Bullhorn				_____		_____		Mobile Command board				_____		_____	
Caution Tape				_____		_____		Rear passenger door locks/windows				_____		_____	
Rol-a-Tape				_____		_____		TASER Inspection / Spark Test (Unit # _____)				_____		_____	
Flares				_____		_____						_____		_____	
Comments/Notes:															

#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			O B S	R A D			
1							
ACTIVITY/DISPO							
2							
ACTIVITY/DISPO							
3							
ACTIVITY/DISPO							
4							
ACTIVITY/DISPO							
5							
ACTIVITY/DISPO							
6							
ACTIVITY/DISPO							
7							
ACTIVITY/DISPO							
8							
ACTIVITY/DISPO							
9							
ACTIVITY/DISPO							
10							
ACTIVITY/DISPO							

Page 1 of \_\_\_\_

## Attachment B – Page 2

#	AT SCENE	CLEAR	SOURCE		REFERENCE REPORT#/ CITATION #	LOCATION OF OCCURRENCE	CODE
			O B S	R A D			
ACTIVITY/DISPO							
11							
ACTIVITY/DISPO							
12							
ACTIVITY/DISPO							
13							
ACTIVITY/DISPO							
14							
ACTIVITY/DISPO							
15							
ACTIVITY/DISPO							
16							
ACTIVITY/DISPO							
17							
ACTIVITY/DISPO							
18							
ACTIVITY/DISPO							
19							
ACTIVITY/DISPO							
20							
ACTIVITY/DISPO							
21							
ACTIVITY/DISPO							
22							
ACTIVITY/DISPO							

Daily Activity Report			
1. Reports	_____		
2. Traffic Safety	_____	Cited: _____	Warned: _____ Total Time: _____
3. Parking Enforcement	_____	Cited: _____	Warned: _____ Total Time: _____
4. Susp. Person/Veh.	_____		
5. Arrests	_____		
6. Alarms	_____		
a) 911	_____		
b) Blue Lights	_____		
c) Elevators	_____		
d) C-30's	_____		
e) Fire	_____		
7. Neighborhood Checks	_____		
8. Foot Patrols	_____		
9. Citizen / Motorist Assist	_____		
a) Room Access/ Secure	_____		
b) Other	_____		
10. Activity	_____		
a) Admin	_____		
b) Officer Assist/Back-up	_____		
c) 961's	_____		
d) Training	_____		
e) Follow-up Investigation	_____		
f) Other	_____		
11. Community Outreach	_____		
Contacts: _____	Total Time: _____		

Officer Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

8

YOUR SOURCE. YOUR VOICE. YOUR CHOICE.

**CPOA CLIENT ALERT**

October 19, 2015

**Attorney General States Agencies Can Notify D.A. of  
Names of Officers Who "May" Have Brady Material  
in Their Files**

View Past Client Alerts



On October 13, 2015, the California Attorney General (AG) issued a published opinion, No. 12-401, which states that "Penal Code Section 832.7(a), does not authorize a District Attorney (DA), for the purpose of complying with the United States Supreme Court's ruling in *Brady v. Maryland*, to directly review the personnel files of peace officers who will or are expected to be prosecution witnesses."

However, the Opinion also states that "To facilitate compliance with *Brady v. Maryland*, [a law enforcement agency] may lawfully release to the DA's office the names of officers against whom findings of dishonesty, moral turpitude, or bias have been sustained, and the dates of the earliest such conduct."

**Analysis**

Although the Opinion addresses whether the California Highway Patrol can provide such information, it applies to all law enforcement agencies. The issue arose when Greg Totten, the DA of Ventura County and the California District Attorneys' Association (CDAA) proposed a policy to facilitate compliance with the prosecutor's *Brady* obligations when an officer of the California Highway Patrol (CHP) is expected to testify as a witness. Since the CHP operates in all 58 counties, and there are 58 individual DA's, the CDAA wanted to establish a uniform policy which could be utilized in all of those counties.

"The proposed policy calls for CHP to provide to the DA a list of names of officers who have sustained findings of misconduct against them that reflect moral turpitude, untruthfulness, or bias within the preceding five years (a "Brady list"). The CHP argues that the proposed policy is invalid under Penal Code Section 832.7(a), which provides that peace officer personnel records are confidential and may not be disclosed without a court order."

The AG notes that since these two questions were presented to her office for an opinion, three years ago, "the California Supreme Court issued an opinion in *People v. Superior Court (Johnson)*, which squarely considered

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and decided our first question. There, the Court held that 'the prosecution does not have unfettered access to confidential personnel records of police officers who are potential witnesses in criminal cases. Rather, it must follow the same procedures that apply to criminal defendants, i.e., make a Pitchess motion, in order to seek information in those records.'

But, as to the second question, the Supreme Court praised the policy which existed between the San Francisco Police Department (SFPD) and the San Francisco District Attorney which involved SFPD notifying the DA of potential Brady material in an officer's file.

The AG states, "We believe the Supreme Court's approval of the policy was logically necessary to its decision, and we therefore regard the *Johnson* decision as good authority for the proposition that such a policy is legally valid. We now explicitly find that Penal Code Section 832.7(a) does not preclude CHP from providing Brady list information to a DA for purposes of facilitating *Brady* compliance."

[For details on the *Johnson* decision, see Jones & Mayer Client Alert Memo dated July 10, 2015-Vol. 30 No. 17, "The District Attorney Must Serve A Pitchess Motion Before Accessing A Peace Officer's Personnel File."]

The AG's Opinion goes into great detail explaining the history of *Brady v. Maryland*, explaining the legal framework behind the law, and the reason for the conclusion reached in the AG's Opinion. It is an extensive and in depth explanation and analysis of the law. Among other things, the Opinion states that "(t)he Supreme Court later extended *Brady* to impose a duty on prosecutors to volunteer exculpatory matter to the defense even when no request is made, and that exculpatory matter includes impeachment evidence, such as evidence that bears on the credibility of a government witness. Evidence is 'material' for purposes of Brady 'only if there is a reasonable probability that, had the evidence been disclosed to the defense, the result of the proceeding would have been different.'"

"The prosecution's *Brady* obligation extends beyond evidence in the prosecutor's actual possession. Rather, the duty 'applies to evidence the prosecutor, or the prosecution team, knowingly possesses or has the right to possess. The prosecution team includes both investigative and prosecutorial agencies and personnel.' Thus, 'the individual prosecutor has a duty to learn of any favorable evidence known to the others acting on the government's behalf in the case, including the police.' Indeed, the prosecutor is held accountable for evidence 'known only to police investigators and not to the prosecutor,' and knowledge of such evidence is imputed to the prosecution."

The Opinion also extensively discusses the process

established under *Pitchess v. Superior Court*, and the protections it provides for confidential personnel information of peace officers. The Opinion explains the relationship between *Brady* and *Pitchess* and how they work in conjunction with each other. "There is plainly some overlap between *Brady* and *Pitchess* principles."

The AG notes that "Pitchess, a state-created procedural mechanism for criminal defense discovery, must be viewed against the larger background of the People's *Brady* obligations, which have their foundation in the United States Constitution and cannot be defeated by state statutes. The prosecution's constitutional obligation to disclose material exculpatory evidence is distinct and independent from the defendant's statutory right to obtain discovery from an officer's confidential files."

"The CDAA has proposed an 'External Brady Policy' ('the Policy') to govern the review of personnel files of CHP officer-witnesses for potential Brady information. The Policy is modeled on policies already in use by a number of DA's offices and law enforcement agencies."

"Under the proposed Policy, a qualified representative of CHP would examine the files of CHP officers who have been the subject of internal investigations or complaints, and files of CHP officers who have been arrested, for the purpose of identifying (1) officers against whom there have been sustained findings of misconduct within the preceding five years that reflect moral turpitude, untruthfulness, or bias on the part of the officer; and (2) officers who have been convicted of a moral turpitude offense, or who are on probation for any offense, or have criminal charges pending against them."

"Based on these CHP file examinations, a secure database or list would be created containing the names of the officers who have sustained findings of misconduct against them that reflect moral turpitude, untruthfulness, or bias, and, for each officer, the earliest date of such misconduct. The conduct itself would not be described. Prosecutors would have access to this Brady list and could search it for the names of officers who have been subpoenaed to testify in upcoming criminal trials. Officers whose names are placed on the Brady list would be so informed, and would have the opportunity to administratively appeal the inclusion of their names on the list."

"If an officer whose name was on the Brady list were expected to be a witness in a criminal case, the DA would file a so-called Pitchess/Brady motion under Evidence Code Section 1043, with notice to both the CHP and defense counsel. A trial court would conduct an in camera review of the relevant records in order to determine what information should be disclosed and to issue any appropriate protective orders."

The CHP opposed this policy arguing that (1) they are not part of the "prosecution team." The AG found that, "when its officers act on the government's behalf or assist the government's case, both the officers and CHP itself are part of the prosecution team."

The CHP also argued that (2) a policy such as the one proposed improperly delegates the prosecution's Brady duty to CHP. The AG opines that since "its officers are part of a prosecution team, the law already imposes such a duty on CHP."

The next argument was that (3) the CHP is not qualified to determine what material in its officers' files is relevant for Brady purposes, because it lacks the perspective on the case that such a determination requires. The AG concludes that "a law enforcement agency can indeed be capable of facilitating compliance with *Brady* by screening its personnel files for certain categories of information."

The final argument was that (4) the compilation and disclosure of Brady list information would violate officers' privacy rights under the Public Safety Officers Procedural Bill of Rights Act (POBRA). The AG states that POBRA "expressly contemplates that an officer's name may be placed on a Brady list or otherwise disclosed pursuant to Brady."

### **HOW THIS AFFECTS YOUR AGENCY**

There is no doubt that *Brady v. Maryland*, and its progeny, "requires a prosecutor to disclose material evidence that is favorable to a defendant's case." As stated above, "(t)he Supreme Court later extended *Brady* to impose a duty on prosecutors to volunteer exculpatory matter to the defense even when no request is made, and that exculpatory matter includes impeachment evidence, such as evidence that bears on the credibility of a government witness." That duty includes seeking out, among members of the prosecution team, material which would be classified as *Brady* material.

Furthermore, the California Supreme Court, in the *Johnson* case, concluded that the prosecutor did not have the right to access an officer's personnel file to identify any such material. But, the Court stated that the process established by the San Francisco Police Department was "laudatory," and that policy included this type of notification. There is no information provided to the DA as to the underlying charges discovered in the personnel file, only that there "may" be *Brady* material in the file of a material prosecution witness.

It is now necessary for law enforcement agencies and prosecutors to develop a process whereby the agency will alert the DA to the existence of such information. Failing to notify the DA will not serve any purpose since knowledge



on the part of the law enforcement agency is imputed to the DA.

It is important to note that the failure to disclose *Brady* material will result in the overturning of a conviction, if one is obtained. That is, obviously, contrary to the wishes of either the agency or the prosecutor. As such, it is up to the respective organizations to come together and generate a process to comply with *Brady* obligations.

As with all legal matters, it is necessary to seek out and secure the advice and guidance of your agency's legal counsel. However, if you wish to discuss this matter in greater detail, feel free to contact me at (714) 446 - 1400 or via email at [mjm@jones-mayer.com](mailto:mjm@jones-mayer.com).

Information on [www.jones-mayer.com](http://www.jones-mayer.com) is for general use and is not legal advice. The mailing of this Client Alert Memorandum is not intended to create, and receipt of it does not constitute an attorney-client relationship.

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## VISION

The California State University, Northridge Department of Police Services is proud to be one of the best accredited university law enforcement organizations within the country. We strive to be innovative and proactive in our approach to law enforcement and public safety services and to serve our constituencies with excellence in all that we do. We seek to maintain an organizational culture that is diverse, well trained, well equipped and capable of responding to today's ever changing environment.

## MISSION

The men and women of the California State University, Northridge Police Department are dedicated to excellent police service through partnerships that reduce crime, create a safe environment, build trust and enhance the quality of life in our academic community. We are committed to delivering quality service to our community in an effective, responsive and professional manner.

## VALUES

The values of the California State University, Northridge Police Department reflect those qualities in our community that we dedicate ourselves to uphold:

### *PARTNERSHIPS*

We believe that effective policing is accomplished by establishing a police/community partnership to identify problems and to engage in problem solving activities that reduce crime and the fear of crime.

### *INTEGRITY*

We hold ourselves accountable to maintain the highest degree of integrity, to present a professional demeanor, to obey all laws, ordinances and regulations and to serve as role models to our community.

### *DIGNITY*

We shall impartially enforce all laws, ordinances, rules and regulations, afford respect and dignity to all persons, and safeguard individual rights that are guaranteed by the Constitution.

### *EXCELLENCE*

We will constantly strive to achieve excellence in all that we do, whether it be policing, emergency and disaster response, parking and traffic services or general helping services for our community.

**10**

## THE LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional right of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule, develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed, in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature, or what is confided to me in my official capacity, will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

---

I have read the foregoing Law Enforcement Code of Ethics and fully understand it. I subscribe to it wholeheartedly and without reservation and pledge that I will abide by it throughout my career as a member of the California State University, Northridge Police Department.

NAME:

 DOUGLAS FLORES

RANK

SERGEANT

BADGE NO.

21

DATE

AUG-23-2005

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## Section C - Personnel Selection and Standards Commission Procedure C-3

### Law Enforcement Code of Ethics

[C-3-1 Code of Ethics \(Purpose\)](#)[C-3-2 Code of Ethics](#)

#### Purpose

**3-1. Code of Ethics:** To insure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment, shall be administered the Law Enforcement Code of Ethics, as prescribed in Regulation 1013.

#### Code of Ethics

**3-2. AS A LAW ENFORCEMENT OFFICER,** my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God<sup>1</sup> to my chosen profession...law enforcement.

#### FOOTNOTE:

<sup>1</sup>Reference to religious affirmation may be omitted where objected to by the officer.



**11**



**VanScoy, Scott G**

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**From:** [REDACTED]  
**Sent:** Tuesday, October 13, 2015 2:13 PM  
**To:** Flores, Douglas  
**Subject:** Follow-up to Last Weeks Inquiry/Discussion on Off-Campus Activities

Sgt. Flores,

This is a follow-up to recap the basis for our discussion last week with regards to going off-campus to locations (i.e., a food/drink establishment) whereby a similar location is in closer proximity to the campus allowing for less of a response time should a call for service be received. Department policy 03-P.A.-001 – Standards of Conduct for sworn personnel states on page 5:

**Standard 3.1**

Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

**Standard 3.3**

Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

As discussed, the eating establishment you went to was just under a mile away from the campus border, while the same restaurant chain has an establishment that is one block away from the campus border. In addition, you were assigned to patrol with an officer from another CSU campus due to our department being short staffed that day, and therefore the campus only had one officer on site at the time you left the campus property. Leaving campus and traveling almost a mile away in a time of short staffing demonstrates questionable judgement on your part. As a reminder, professional supervisory judgement and decision making is expected of shift supervisors. It is important that you maintain an awareness of those factors affecting your responsibilities and stay prepared for the effective and efficient undertaking of your assignment as a shift supervisor. Should you have any questions please don't hesitate to see me.

Best regards,



[www.csun.edu/police](http://www.csun.edu/police)

**CSUN** | DEPARTMENT OF  
**POLICE SERVICES**

AN IACLEA ACCREDITED LAW ENFORCEMENT AGENCY